

# HELP FOR COMPLETING YOUR TRAINING NEEDS ASSESSMENT

- 1) Go to MIT EHS Training Home Page and click on [Atlas Learning Center](http://ehs.mit.edu/site/training) (Certificates needed)  
<http://ehs.mit.edu/site/training>

### MIT EHS Training Home

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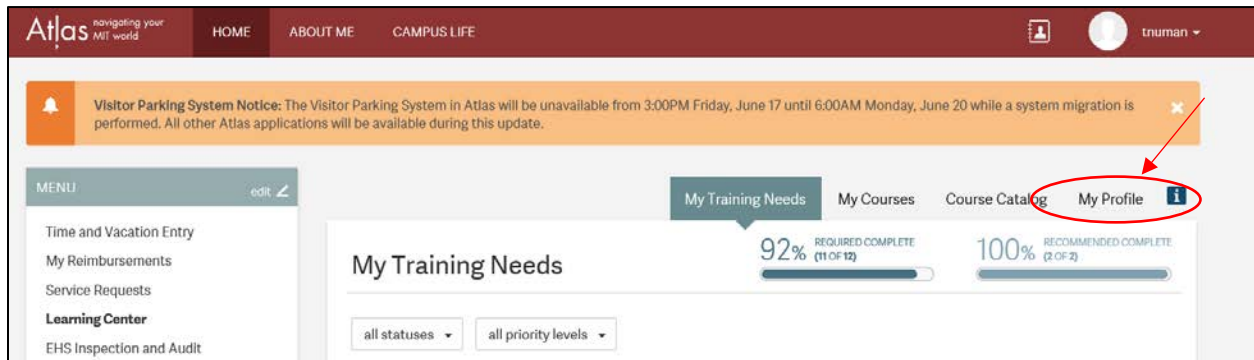
EHS Training is offered via the MIT Atlas Learning Center.

LEARNERS

Getting started with EHS training requirements on MIT Atlas Learning Center (for Lab Members, Lab UROPs, and Others to take the EHS Training Needs) - [Learner Quick Guide](#)

1. See your EHS Rep about your lab's training requirements
2. Go to [MIT Atlas Learning Center](#)
3. Create/Update your EHS Profile on the My Profile page by selecting your PI(s) (required except for Lincoln Lab) and activities
4. View and complete your required/recommended training on the My Training Needs page

- 2) Click on [My Profile](#) to the right.



- 3) Click on

**Update PI/Activities**

- 4) Find your PI's name by searching last initial

View by Last Name or [search for a PI](#)

A B C D E F G H I J **K** L M N O P Q R S T U V W X Y Z

- 5) If your PI has more than one affiliation, remember to choose the correct profile

|                |         |                             |
|----------------|---------|-----------------------------|
| Kim, Jeehwan ① | JEEHWAN | Mechanical Engineering      |
| Kim, Jeehwan ② | JEEHWAN | Research Lab Of Electronics |

- 6) Click on

**Save and Continue**

- 7) After saving the correct profile for your PI, you should select all the activities that you will encounter in the labs. (Please work with EHS Rep and/or PI to determine these activities.) This will populate your training needs and lets you start signing up for the required training courses.

## Select Your Activities

[My Profile](#) / Select Your Activities

Select any activities that are involved in your work now, or in the foreseeable future. [deselect all](#)

Highlighted items are potential activities based on Your PI/Supervisor affiliations.

- 8) After selecting all of your activities, Click on



- 9) Check My Training Needs to see the training updates based on your assessment.

- 10) This area will list all trainings (completed and incomplete) and will let you know when your trainings expire if they need to be periodically retaken.

| REQUIRED  | CODE/REASON | STATUS               |
|---|-------------|----------------------|
| <b>REQ</b> ▶ EHS-MS Level II Inspection Program | EHS00744 ⓘ  | INCOMPLETE !         |
| <b>REQ</b> ▶ AeroAstro Safety & Chem Hygiene    | EHS00107    | EXPIRES 10/25/2017 ✓ |
| <b>REQ</b> ▶ Bloodborne Path: Researchers       | EHS00200    | EXPIRES 10/26/2016 ✓ |
| <b>REQ</b> ▶ Electrical Safety - Lab Personnel  | EHS00425    | COMPLETED ✓          |

- 11) Your Training Needs Assessment (TNA) should be updated whenever you will be working for a new PI or when your activities will be changing.

**REMINDER – Update your TNA even when you are stopping activities. This will remove the specific trainings from your needs and will not list as incomplete because you no longer need to take it.**

Below is a summary of training needs associated with various job activities.

| Activity<br>If you...  | Requirement<br>You must do...<br>W=web class, c=classroom, m=medical, s=signature,<br>p=practicum | Retraining<br>Schedule (blank<br>means initial<br>only) |
|--|---|---|
| <b>Group 1 - Chemical Safety</b>   |   |   |
| 1. Use potentially hazardous chemicals in a laboratory (this includes even common chemicals such as oil, solvents, paints, alcohol, acetone, etc.) | 100w or 100c General Chemical Hygiene 1.5 hr  |   |
|  | 110c Lab Specific Chemical Hygiene  | Annual  |
|  | 111s Signature: I have read the Chem. Hygiene Plan  |   |
|  | 501w or 501c Managing Hazardous Waste 1 hr.   | Annual  |
| 2. Supervise those who use potentially hazardous chemicals in a laboratory (i.e., PI/supervisor)   | 100w or 100c General Chemical Hygiene   |   |
|  | 110c Lab Specific Chemical Hygiene  | Annual  |
|  | 111s Signature: I have read the Chem. Hygiene Plan  |   |
|  | 501w or 501c Managing Hazardous Waste   | Annual  |
| 3. Use potentially hazardous chemicals in a work place other than a laboratory   | 120c or 120w General Hazard Communication 1.5 hr  |   |
|  | 121c Work Area Specific Hazard Comm. Training   |   |
|  | 501w or 501c Managing Hazardous Waste   | Annual  |
| 4. Supervise those who use potentially hazardous chemicals in a workplace other than a laboratory (i.e., PI/supervisor)                            | 123c Hazard Comm Training for Supervisors 1.5 hr.   |   |
|  | 122s Signature: I have read MIT Hazard Communication Plan   |   |
|  | 501w or 501c Managing Hazardous Waste   | Annual  |
| 5. Use oil from a single container or reservoir in quantities equal to or greater than 55 gallons  | 510w or 510c Oil Spill Prevention and Water Pollution Control 1 hr                                | Annual  |
| 6. Use hydrofluoric acid   | 130c Hydrofluoric Acid Training 0.5 hr  |   |
| 7. Use a respirator  | 131r Respirator Program: MIT Program Registration   |   |
| 8. Ship or prepare to ship potentially hazardous chemicals   | 251c Shipping Hazardous Chemicals 1 hr  |   |

**Group 2 - Biological Safety and Blood-borne Pathogens**

|   |   |        |
|---|---|--------|
| 9. Use biological materials requiring BL1 or BL2 containment, or use recombinant DNA/RNA requiring BL1 or BL2 containment.  | 260c General Biosafety for Researchers 1 hr   |        |
| 10. Supervise a laboratory that uses biological materials requiring BL1 or BL2 containment, or uses recombinant DNA/RNA requiring BL1 or BL2 containment.   | 260c General Biosafety for Researchers 1 hr   |        |
| 11. Perform research with human blood or body fluids, human cells, or human cell lines  | 200c Bloodborne Pathogens and Biosafety Training for Researchers 1 hr. (204c annual refresher 0.5 hr) | Annual |
|   | 208m BBP-Hepatitis Information Form   |        |
| 12. Perform research with HIV or HBV (Note: lentivirus transfer vectors excluded)   | 200c Bloodborne Pathogens and Biosafety Training for Researchers (204c annual refresher)              | Annual |
|   | 208m BBP-Hepatitis Information Form   |        |
|   | 221c Biosafety level 2 plus (BL2+) training   |        |
| 13. Supervise a laboratory that performs research with human blood or body fluids, human cells, or human cell lines   | 212c PI of Laboratory with an Exposure Control Plan   |        |
|   | 260c General Biosafety for Researchers 1 hr   |        |
| 14. Give first aid as a job duty, provide other medical treatment, work with patients, or handle patient samples  | 203c Blood-borne Pathogen Training for Medical & CRC 1 hr (207c annual refresher, 0.5 hr)             | Annual |
|   | 208m BBP- Hepatitis Information form  |        |
| 15. Ship or prepare to ship infectious agents (human, animal or plant), genetically modified organisms, human specimens, or toxins  | 253c Shipping Biohazardous Materials (1 hr)   |        |
| 16. Enter biological research labs to provide maintenance or service, or handle materials, equipment, etc., from biological labs as a non-researcher providing a service for these research labs. | 261c Biosafety Awareness for Non-researchers (1 hr)   |        |

**Group 3—Ionizing Radiation Sources: Radioactive Materials; Radiation Producing Equipment**

|  |   |               |
|--|---|---------------|
| 17. Use radioactive materials  | 301c Radiation Safety: Laboratory 3 hrs.  | Every 2 years |
| 18. Supervise a laboratory authorized to possess and use radioactive materials | 304c PI of a Radioactive Materials Authorization                                  |               |
| 19. Use sealed sources of radioactivity  | 301c Radioactive Materials Safety, 3 hrs or 306c Radiation safety: Sealed Sources | Every 2 years |
| 20. Use gammacell irradiator   | 301c Radiation Safety: Laboratory   | Every 2 years |
|  | 341c Gammacell Irradiator Safety – G40-CCR 1 hr                                   |               |
|  | 354m Dosimetry Assignment   |               |
| 21. Use unbound radioiodine/iodination   | 301c Radioactive Materials Safety   | Every 2 years |
|  | 351c Iodination Safety  |               |
|  | 352m Thyroid Monitoring: Baseline   |               |
|  | 354m Dosimetry Assignment   |               |
| 22. Use high activity sources of radiation                                     | 301c Radiation Safety: Laboratory 3 hrs   | Every 2 years |
|  | 353c High Activity Source Safety  |               |
| 23. Use accelerators   | 365c Accelerator Safety 1.5 hrs   |               |
| 24. Use x-ray equipment  | 361c X-Ray Safety: Analytical / Industrial 1.5 hrs                                |               |
| 25. Use medical and/or dental x-ray equipment                                  | 354m Dosimetry Assignment   |               |
|  | 362c X-Ray Safety: Medical/Dental 0.5 hr  |               |
| 26. Use veterinary x-ray equipment   | 354m Dosimetry Assignment   |               |
|  | 363c X-Ray Safety: Veterinary 0.5 hr  |               |
| 27. Use the Nuclear Reactor  | 311c Radiation Safety: Reactor  |               |
|  | 314p Radiation Safety: Reactor Practicum  |               |
| 28. Work at Bates Linear Accelerator   | 331c Radiation Safety: Bates Linear Accelerator                                   |               |

**Group 4 - Non-ionizing Radiation Sources: Lasers; RF; Magnets**

|  |   |  |
|--|---|--|
| 29. Use class 3b or 4 lasers   | 371c Laser Safety 1.5 hr                                    |  |
|  | 372m Laser Eye Exam: Baseline                               |  |
| 30. Enter and work in an area with an RF (radiofrequency) warning sign | 392c Radio Frequency / Microwave Radiation Safety Awareness |  |

**Group 5 - Miscellaneous**

|  |   |        |
|--|---|--------|
| 31. Use electrically powered equipment over 50 volts where there is a potential for exposure to exposed parts (uninsulated and unguarded) of energized electrical circuits or equipment. | 425c Electrical Safety for Lab Personnel 1 hr                       |        |
| 32. Work in a noisy environment (have to shout to be heard at an arm's length away from another person)  | 150c Hearing Conservation 1 hr                                      | Annual |
| 33. Use a high degree of repetitive motion or excessive lifting, pushing, or pulling   | 161c Ergonomic Topics: Repetitive Motion and Material Handling 1 hr |        |
| 34. Using a computer is essential for my current or future professional or personal activities   | 163w Computer Work Station Ergonomics                               |        |

**Group 6 - Specialized Safety**

|  |   |               |
|--|---|---------------|
| 35. Work in a confined space(s) such as tanks, manholes, boilers, or shafts                                      | 430c Confined Space Entry Attendant 1 hr<br>(431c refresher every 2 years)  | Every 2 years |
| 36. Supervise those who work in a confined space such as tanks, manholes, boilers, or shafts                     | 432c Confined Space Entry Supervisor 1 hr<br>(431c refresher every 2 years) | Every 2 years |
| 37. Work or supervise those that work from ladders, scaffolding, staging, lifts, or powered platforms            | 440c Fall Protection 1 hr   |               |
| 38. Supervise those who weld, cut or solder with a torch, braze, or grind. Supervise a designated hot works area | 452c Hotwork Safeguards Supervisor 3 hr<br>(452c required every 2 years)    | Every 2 years |
| 39. Operate cranes or hoists   | 460c Hoists & Cranes safety/Prep for MA class 3A License Exam               |               |
| 40. Operate a forklift, battery powered pallet jack, or other material handling equipment                        | 461c Powered Industrial Trucks/Prep for MA Class C1 License Exam            |               |
| 41. Involved in planning construction or renovation activities in your department, lab or center                 | 490c Intro to OSHA Standards 1.5 hr   |               |
| 42. Climb a tower  | 491c Tower Climbing Safety 1 hr   |               |
| 43. Supervise those who climb a tower  | 491c Tower Climbing Safety 1 hr   |               |