

Inventory

This is a unique identifier for the chemical entry that can be used for bar code labeling and tracking purposes. If more than one container was selected in the “Quantity” fields you will receive a prompt asking if you would like each container to have the same or separate inventory when you attempt to save the chemical entry.

Multiple Containers Display Screen

**You have entered "5" for No. of Containers.
Hit the "Yes" button if you would like to add 5 separate inventory items.
Hit the "No" button to enter just one inventory item.**

Save Features

There will be three options available:

- 1) Save & Add Another Chemical – Brings you back to a blank chemical entry screen
- 2) Save/Return – Brings you back to the chemical display/search screen
- 3) Cancel – Does not save the chemical entry

Training

Select [Training](#) to view a list of registered permit workers

Main Menu < BACK			PI
	Last Name	First Name	Department
View	Bollich	Wolfgang	Chemistry and Biochemistry
View	Bowen	Lewis	Environmental Health and Safety
View	Davis	Laura	Environmental Health and Safety
View	LeBansky	Rachel	
View	McKinney	Matt	
View	Nolan	Dennis	
View	Twotone	Tommy	

Selecting [View](#) beside each person will display individual training history. Basic training requirements for lab workers will be displayed at the bottom of the page. Training due dates within 1 month will be shown in red.

Training Completed by Bollich, Wolfgang

<u>Training Date</u>	<u>Course #</u>	<u>Course Name</u>	<u>Frequency</u>	<u>Category</u>
04/18/2011	OH 101	Hazard Communication	One-Time	Safety
04/05/2011	OH 218	Bloodborne Pathogens	12 months	Safety
12/07/2010	OH 207	Biological Safety	One-Time	Safety
12/02/2010	OH 218	Bloodborne Pathogens	12 months	Safety
11/05/2010	OH 218	Bloodborne Pathogens	12 months	Safety
10/18/2010	OH 218	Bloodborne Pathogens	12 months	Safety
10/18/2010	OH 207	Biological Safety	One-Time	Safety
10/15/2010	OH 101	Hazard Communication	One-Time	Safety

Training Requirements for Bollich, Wolfgang. Training due dates within 1 month are shown in RED.

<u>Due Date</u>	<u>Status</u>	<u>Course #</u>	<u>Course Name</u>	<u>Frequency</u>	<u>Requirement</u>	<u>Comments</u>
	fulfilled	FF 205	Fire Extinguisher Use	One-Time		
	fulfilled	OH 101	Hazard Communication	One-Time		
	fulfilled	OH 102	Site-specific Hazard Communication	One-Time		
	fulfilled	OH 201	Laboratory Safety	One-Time		
	fulfilled	OH 202	Hazardous Waste Management	One-Time		

EHS imports safety training history from TXClass into the EHS Assistant database as part of a nightly automated process. Reports will be generated in EHS Assistant to ensure lab personnel have completed required safety training. Lab personnel can review their training history in EHS Assistant for accuracy by comparing it to their training history in TXClass. Discrepancies should be reported to EHS.

To view your training history in TXClass, go to (<https://utdirect.utexas.edu/tclass/index.WBX>) and login with your UT EID and password. Select Training History from the Navigation Menu on the left and a list of classes you have completed will be displayed. At the bottom of your training history display will be an option for downloading training history into a spreadsheet that can be sent to EHS if discrepancies are found.

NAVIGATION MENU
TxClass Home
Course Listing
Class Listing
Class Profile
Enroll/Withdraw
Training History
UT Institutions
Help
Administrative Functions

The following courses are captured in EHS Assistant.

Course #	Course Name	Frequency	Course Type
CW 512	NIH Guidelines (60 min.)	One-Time	Safety
FF 205	Fire Extinguisher Use	One-Time	Safety
OH 101	Hazard Communication	One-Time	Safety
OH 102	Site-specific Hazard Communication	One-Time	Safety
OH 107	Spill Prevention Control and Countermeasure Training	12	Safety
OH 201	Laboratory Safety	One-Time	Safety
OH 202	Hazardous Waste Management	One-Time	Safety
OH 204	Compressed Gases and Cryogenics	One-Time	Safety
OH 205	Fire Extinguisher Use	One-Time	Safety
OH 206	BSL-3 LAB TRAINING	One-Time	Safety
OH 207	Biological Safety	One-Time	Safety
OH 210	Concessions Food Safety	One-Time	Safety
OH 218	Bloodborne Pathogens	12	Safety
OH 227	Animal Biological Safety Training - ARC Personnel	One-Time	Safety
OH 238	Laboratory Safety Refresher	36	Safety
OH 239	Sharps Safety Refresher Training	One-Time	Safety
OH 300	University's Occupational Health Program	One-Time	Safety
OH 301	Basic Radiological Health	One-Time	Safety
OH 302	Basic Radiological Health Refresher	One-Time	Safety
OH 304	Laser Safety	One-Time	Safety
OH 306	X-ray Safety	One-Time	Safety
OH 310	MRI Safety Awareness	One-Time	Safety
OH 330	NETL Radiation Safety	One-Time	Safety
OH 331	Irradiator Safety and Operation	One-Time	Safety
OH 332	NETL Hazard Awareness	One-Time	Safety
OH 340	Spill Prevention Training	One-Time	Safety
OH 474	Radiation Safety for Physics 474	One-Time	Safety
OH 500	Machine Shop Safety Training	One-Time	Safety
OH 501	Hearing Protection Training	One-Time	Safety
OH 505	Lift Training	One-Time	Safety
OH 601	Dry Ice Shipping Training	24	Safety
OH 605	EHS DOT Seminar	One-Time	Safety
RC 301	IBC Training - rDNA and Biohazardous Research	One-Time	Safety

Additional information about training is available on the EHS website at <http://www.utexas.edu/safety/ehs/train/>.

Reports

EHS will be adding reports for training history, lab personnel, lab inspections, lab locations, and chemical inventory. When available, these reports will open up in a PDF format and additional information will be provided in this section. If there are reports that you are interested in, contact EHS.

Current reports include chemical inventory and training history.

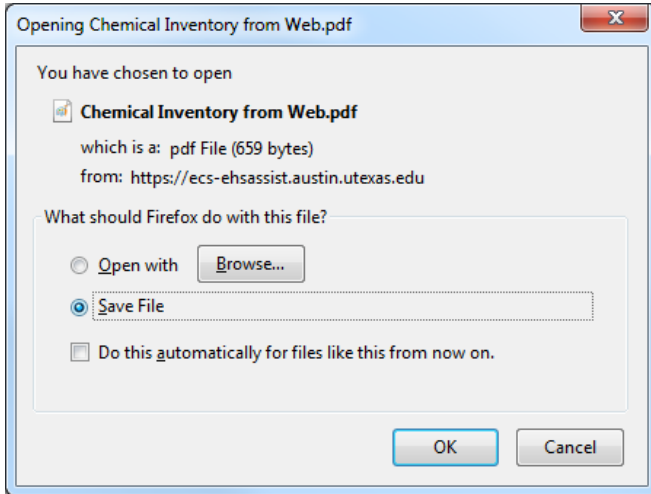
Chemical Reports
Chemical Inventory
Training History
Exit Report Menu

Once a report is selected, a prompt will ask you what format you would like to use. The default format is PDF. When Excel becomes available a drop down box will appear so you can choose. You can leave this box blank for now and just select "Display Report" at the bottom.

Report Questions:

What format would you like to export the report to?

After “Display Report” is selected you can choose to browse and open with Adobe (Reader or Acrobat) or save the file and then open it up from the saved location with Adobe (Reader or Acrobat).



Chemical Inventory Report Screenshot

03/08/2013		Chemical Inventory		The University of Texas at Austin - EHS		
PI: Lab Staff						
CAS_NUM	Chemical Description	Lab Location	Location within Lab	No. of Containers	Qty. per Container	Total Quantity
64-17-5	ETHANOL	SER:205		1	3.78 LT	3.78 LT
64-17-5	ETHANOL	SER:205		1	3.78 LT	3.78 LT

Training Report Screenshot

03/08/2013		Training History		The University of Texas at Austin - EHS	
Principal Investigator Lab Staff					
Department Environmental Health and Safety					
Employee Name Wolfgang Bollich					
UT EID wrb					
Worker Type Environmental Health & Safety					
Course #	Course Description	Training Date			
FF 205	Fire Extinguisher Use	08/14/2003			
OH 101	Hazard Communication	04/18/2011			
OH 101	Hazard Communication	10/15/2010			
OH 101	Hazard Communication	03/22/2010			
OH 101	Hazard Communication	12/08/2009			
OH 101	Hazard Communication	11/09/2005			

Assistance with EHS Assistant

Contact Lab Safety

(512) 471-3511

ehs-labstaff@austin.utexas.edu