



Instructions to guide PIs/Chemical Owners to document the Site-Specific Training to students/employees.

Prerequisites:

The new employee/student must complete [required ONLINE trainings](#) BEFORE receiving IN PERSON Site Specific Training from their PIs or Lab Managers.

The ONLINE trainings are available at <http://cems.uta.edu>. The new employee/student can login with UTA credentials and find required trainings under “view available courses” in Training section.

Steps to document Site Specific Training:

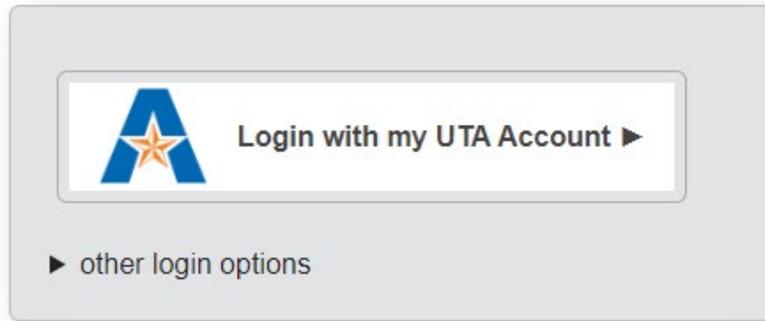
Step 1: Go to Chemical Environmental Management System (CEMS) <http://cems.uta.edu>.

Step 2: Click on “login” in “My Profile” window:



Step 3: Login with your UTA credentials:

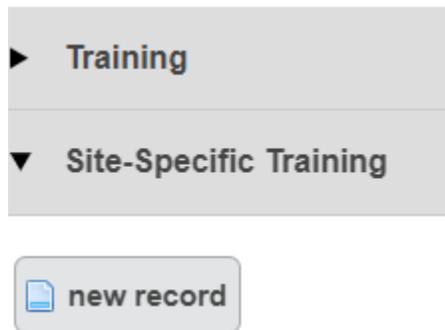
Login



 Login with my UTA Account ▶

▶ other login options

Step 4: On your CEMS Dashboard go to “Site-Specific Training” section. Click on it to open:



▶ Training

▼ Site-Specific Training



Step 5: Click on “new record”:



Dashboard UTA Hazard Communication Program

UTA Hazard Communication Program Site-Specific Training Record

* indicates a required field

The University requires documentation that all laboratory employees/students who use or handle hazardous materials/machinery (chemicals, radioactive materials, biohazards, lasers) are trained in accordance with the Hazard Communication Act. This requires the completion of both General Hazard Communication Training and Site-Specific Training, and if applicable, Basic Radiation Safety, Laser Safety, Biosafety Level 2 (BSL-2), and Bloodborne Pathogens for Laboratory Research Personnel Training. The Lab Supervisor or Principal Investigator (PI) is responsible for ensuring that Site-Specific training is provided to new employees/students. Employees/students must be retrained whenever the potential for exposure to hazardous materials increases significantly or when new or significant hazard information is received. In compliance with UT Arlington's Laboratory Safety Manual, Hazard Communication Program and the Texas Hazard Communication Act, the individuals listed below have attended a training session covering the topics listed on the next page of this document.

If you have difficulties filling out the electronic form please contact EH&S at ehsafety@uta.edu.

* Location

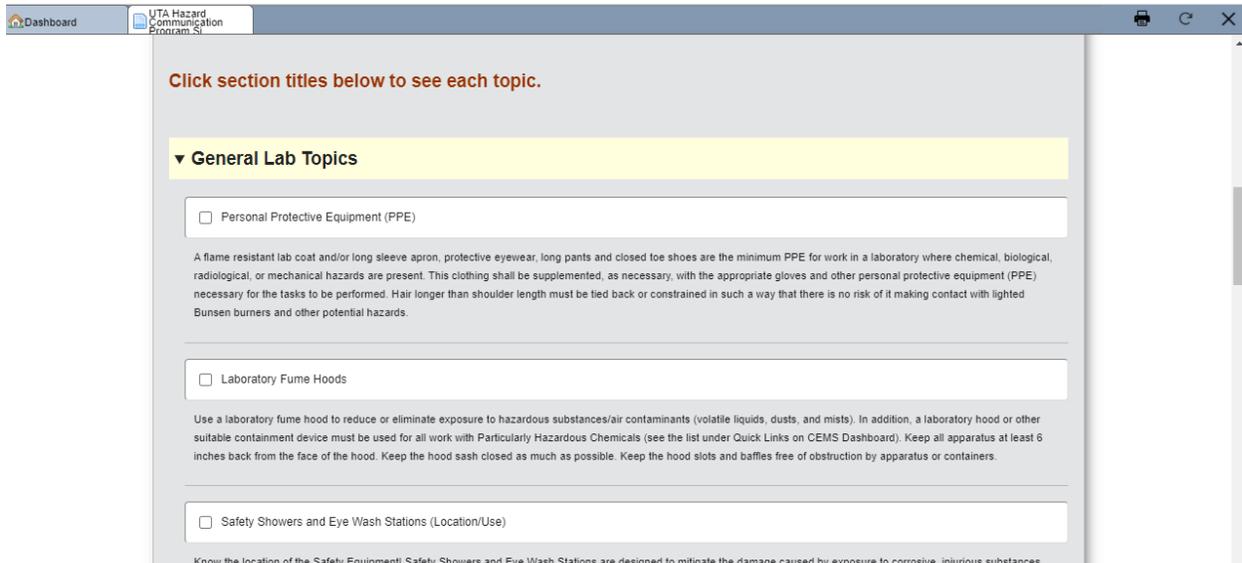
Find the location by typing in the room number above. If the location does not exist, please contact EH&S.

Step 6: In “Location” field start typing the Room number of your laboratory/shop and choose from given options.

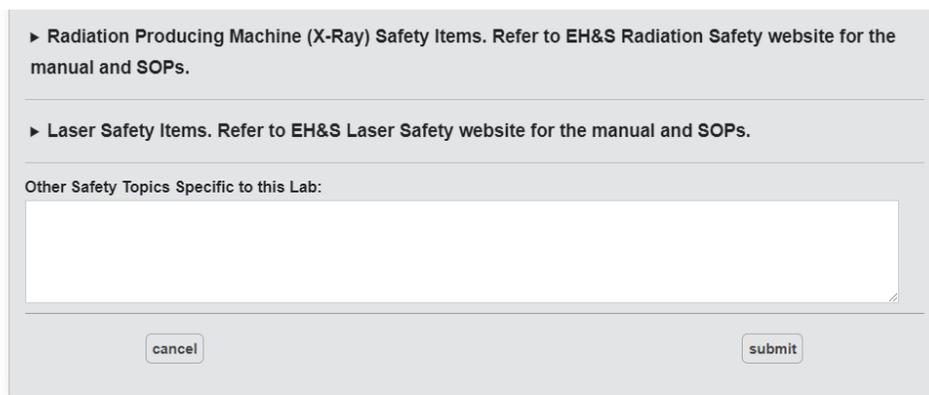
Step 7: In “User who received in person training” field start typing the name of the new employee/student and choose from given options. Please note: if the user has not completed any of the online trainings and does not have an active CEMS account, their name will not appear.

Step 8: Fill in “Date of in person training”.

Step 9: Click on section title to see and check each topic if applicable.



Step 10: Enter information into “Other Safety Topics Specific to this Lab”.



Step 12: Click on “submit”. The record will be saved on your and new user’s CEMS Dashboard.