



# EHSA User Manual – Lab Training Status

Checking your lab's training  
compliance quickly



THE UNIVERSITY OF  
**CHICAGO**

**Office of  
Research Safety**

# <https://ehsa.uchicago.edu>

Welcome to EHSA - The University of Chicago's Safety Management System



PI Overview  
Joseph Kanabrocki

**Quick Links**

- CONTACTS & REPORTING
- GUIDES & TOOLS
- TRAINING**
- WASTE

**Office of Research Safety**

Biological Radiological

Chemical Laser

Email: [researchsafety@uchicago.edu](mailto:researchsafety@uchicago.edu)  
Phone: 773.834.2707  
Web: [researchsafety.uchicago.edu](http://researchsafety.uchicago.edu)

**Environmental Health and Safety**

Occupational Fire

Environmental Hazardous Waste

Email: [safety@uchicago.edu](mailto:safety@uchicago.edu)  
Phone: 773.702.9999  
Web: [safety.uchicago.edu](http://safety.uchicago.edu)

General EHSA system questions  
[ehsa-support@lists.uchicago.edu](mailto:ehsa-support@lists.uchicago.edu)

Laboratory Modules  
Contact ORS for access or questions  
[researchsafety@uchicago.edu](mailto:researchsafety@uchicago.edu)

Hazardous Waste Module  
Contact EHS for access or questions  
[safety@uchicago.edu](mailto:safety@uchicago.edu)

Hazardous Waste Pickup Schedule

University Buildings: Pickups occur every Thursday. Requests must be entered **before 3:00 pm on Wednesday.**

Medical Center Buildings: Pickups occur every Wednesday. Requests must be entered **before 3:00 pm on Tuesday.**

**View/Enter Waste Request**

**Permit Info**

**Inventory**

**Safety Inspections**

**Training Records**

**Lab Registration**

**Worker Registration**

**SOP Documents**

**SDS**

**Placards**

Access training courses via these links

Click here to access training records for your lab



THE UNIVERSITY OF  
CHICAGO

Office of  
Research Safety



Training course requirements will be shown here.  
Past due Training will be highlighted.



Help

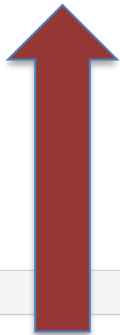
EHS Training / Training

Training Reports View Supervised Workers View Former Permit Workers Options

PI: Kanabrocki, Joseph Compliance

Worker ID #	Name
chrisedelgado	Delgado, Christopher
kanabrocki	Kanabrocki, Joseph
jmelton	Melton, Jeffrey
jayschroeder	Schroeder, Jay
chantene	Zichterman, Chantene

1 - 5 of 5 items



Click on a person's name to select them

Training Requirements							
Overdue Courses							
Due Date	Status	Category	Course #	Course	Frequency	Due Date	Comments
08-09-2017	Triggered By Prerequisite	CHEM	lab-200	Chemical Hygiene Plan - Laboratory Safety Refresher 200	12 Months		
	Fulfilled	CHEM	lab-101	Chemical Hygiene Plan - Laboratory Safety 101 (in person)	One-Time		

Training History											
Training History Reports ▾						Failed Courses					Options ▾
	Training Date ▾	Category	Course #	Course	Certificate #	Document...	Frequency	Session	Pass	Comments	
	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div></div> <div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div></div>	
<div>Print Certificate</div>	01-12-2016	BIO	bio-003	Viral Vectors		<div></div>	60 Months		<div><div></div></div>		
<div>Print Certificate</div>	01-11-2016	GENERAL	fls-01W	Fire Safety and Evacuation		<div></div>	12 Months		<div><div></div></div>		
<div>Print Certificate</div>	01-12-2014	BIO	bio-002	Biological Safety- Recombinant DNA at BSL2 (rDNA/BSL2)		<div></div>	60 Months		<div><div></div></div>		



Completed courses will be shown here.  
This includes courses taken that are not required for that researcher

Failed courses will be highlighted.



# Training Compliance Gauge

Click on the Compliance Button here to get a quick overview of your lab's training status

EHSA Training / Training

Training Reports ▾

View Supervised Workers

View Former Permit Workers

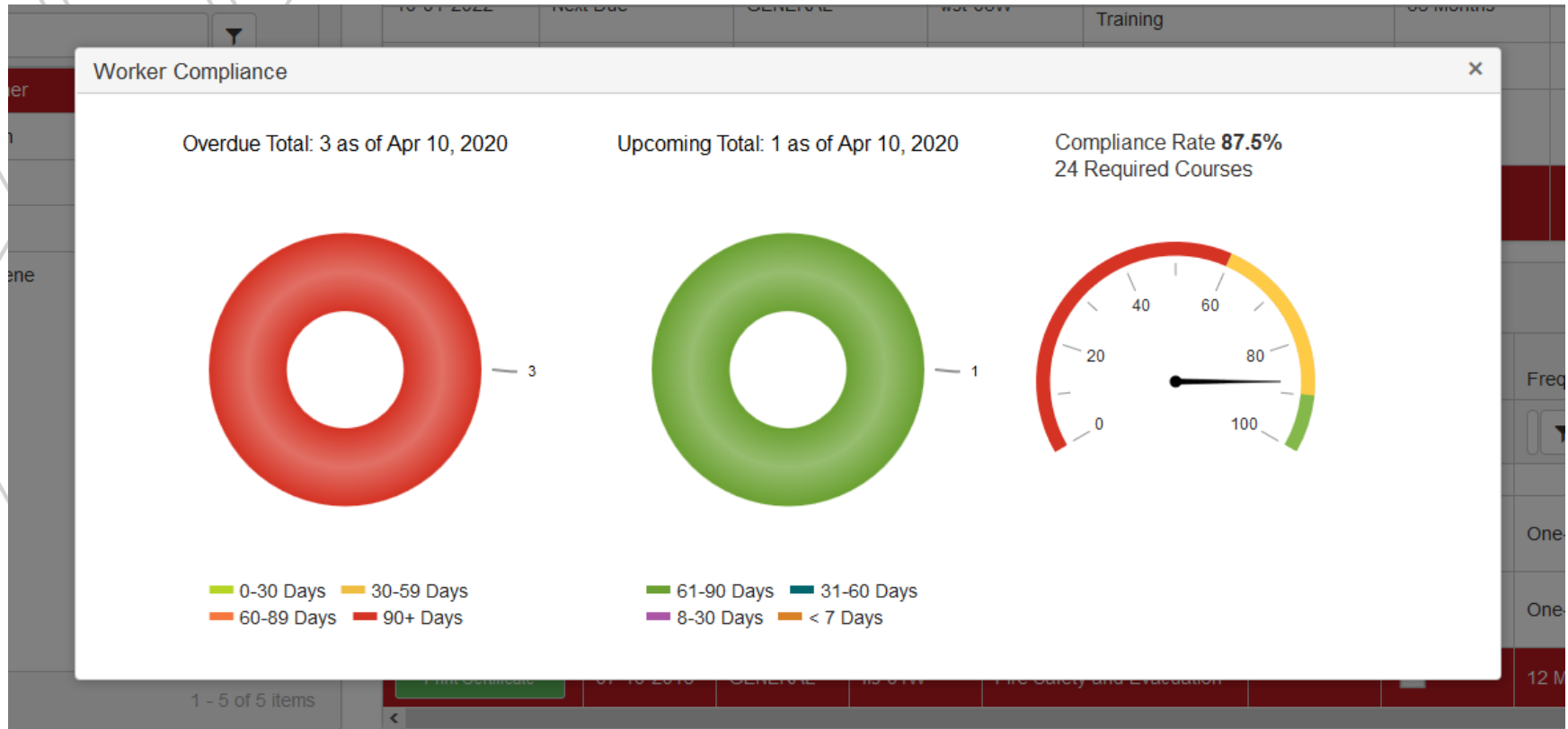
Options ▾

PI: Kanabrocki, Joseph ▾ Compliance

Worker ID #	Name ↑
<input type="text"/> ▾	<input type="text"/> ▾
chrisdelgado	Delgado, Christopher
kanabrocki	Kanabrocki, Joseph
jmelton	Melton, Jeffrey
jayschroeder	Schroeder, Jay
chantene	Zichterman, Chantene



# Training Compliance Gauge



Number of required  
courses that are  
overdue

Number of required  
courses that will be  
due soon

These gauges are based on  
the number of courses, not  
the number of workers who  
need training



# Lab Personnel Training Overview

Click here to open the Training Reports menu

Select Lab Personnel Training Status

This is a summary report showing all of the people attached to the lab in EHSA, and the status of their required training. It does not show training already taken that is not required yet.

The screenshot displays the EHSA Training / Training interface. The main navigation bar includes 'EHSA Training / Training'. Below this, there are tabs for 'Training Reports', 'View Supervised Workers', and 'View Former Permit Workers'. The 'Training Reports' tab is active, and a dropdown menu is open, showing 'Lab Personnel Training Status' (highlighted with a green box) and 'Individual Training History'. A blue arrow points from the 'Click here to open the Training Reports menu' text to the 'Training Reports' tab. A green arrow points from the 'Select Lab Personnel Training Status' text to the 'Lab Personnel Training Status' option in the dropdown menu.

The 'Lab Personnel Training Status' report shows a table of workers with their IDs and names. The table has two columns: 'Worker ID #' and 'Name'. The workers listed are:

Worker ID #	Name
chrisdelgado	Delgado, Christopher
kanabrocki	Kanabrocki, Joseph
jmelton	Melton, Jeffrey
jayschroeder	Schroeder, Jay
chantene	Zichterman, Chantene

The 'chantene' row is highlighted in red. At the bottom of the table, there is a pagination bar showing '1 - 5 of 5 items'.

On the right side of the interface, there are two sections: 'Training Requirements' and 'Training History'.

The 'Training Requirements' section shows a table with columns: 'Due Date', 'Status', and 'Cate'. The table has two rows:

Due Date	Status	Cate
08-09-2017	Triggered By Prerequisite	CHE
	Fulfilled	CHE

The 'Training History' section shows a table with columns: 'Training Date' and 'Cate'. The table has four rows, each with a 'Print Certificate' button:

Training Date	Cate
06-06-2018	GENEF
03-01-2018	GENEF
05-18-2017	GENEF
02-01-2017	GENEF



# Selecting the PI

Report Parameters

pi code

Kanabrocki, Joseph X

cancel View Report

Due Date	Course	Frequency
08-09-2017	Chemical Hygiene Plan - Laboratory Safety Refresher 200	12 Months
	Chemical Hygiene Plan - Laboratory Safety 101 (in person)	One-Time

Training History Training History Reports Failed Courses

	Training Date	Category	Course #	Course	Certificate #	Document...	Fre
Print Certificate	06-06-2018	GENERAL	occ-14W	Bloodborne Pathogens			12
Print Certificate	03-01-2018	GENERAL	fls-01W	Fire Safety and Evacuation			12

The PI for your lab should show up here.

Click View Report in order to continue

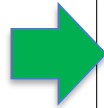
# The Report (in .pdf)

This lists the permits for chemicals, radioactive, lasers, & IBC protocols



LAB PERSONNEL TRAINING STATUS		
PI NAME: Joseph Kanabrocki	PI CODE: KA295	3/6/2020
<b>Permit List</b>		
<u>Permit</u>	<u>Status</u>	<u>BIO Training Profile</u>
C-KA295	Active	

This lists who in the lab is on which protocol or permit



<b>Workers</b>		
<u>Name</u>	<u>Permit Function</u>	<u>Permit(s)</u>
Christopher Delgado	Researcher	C-KA295,
Joseph Kanabrocki	Principal Investigator	C-KA295,
Jeffrey Melton	Researcher	C-KA295,
Jay Schroeder	Researcher	C-KA295,
Chantene Zichterman	Researcher	C-KA295,

All required training is listed here for each lab member with due dates. Red means training is expired.



Personnel Training Records with Due Dates (note: blank = not required)									
	lab-101 CHP Initial	lab-200 CHP Refresher	bio-001 rDNA BSL 1	bio-002 rDNA BSL 2	bio-003 Viral	bio-004 BBP	bio-005 Toxins	Isr-001 Laser User	Isr-003 Laser Awareness
Delgado, Christopher	Fulfilled	10/1/2020							
Kanabrocki, Joseph									
Melton, Jeffrey	Fulfilled	9/19/2020							
Schroeder, Jay		12/3/2020		4/27/2022	11/12/2023	6/28/2020	10/25/2023		
Zichterman, Chantene	Fulfilled	8/9/2017							





# Individual Training History

Click here to open the Training Reports menu

Select Individual Training History

The report will be the training history for the person who is selected

This report is like a transcript of all of the safety training the individual has taken at UChicago

The screenshot shows the ECHA Training / Training interface. The 'Training Reports' dropdown menu is open, and 'Individual Training History' is selected. The 'Worker ID #' and 'Name' filters are set to 'chantene' and 'Zichterman, Chantene' respectively. The 'Training Requirements' table shows a due date of 08-09-2017 and a status of 'Triggered By Prerequisite'. The 'Training History' table shows a list of training events with dates and categories.

Worker ID #	Name
chrisdelgado	Delgado, Christopher
kanabrocki	Kanabrocki, Joseph
jmelton	Melton, Jeffrey
jayschroeder	Schroeder, Jay
chantene	Zichterman, Chantene

Due Date	Status	Category
08-09-2017	Triggered By Prerequisite	CHEM
	Fulfilled	CHEM

Training Date	Category
06-06-2018	GENEF
03-01-2018	GENEF
05-18-2017	GENEF
02-01-2017	GENEF