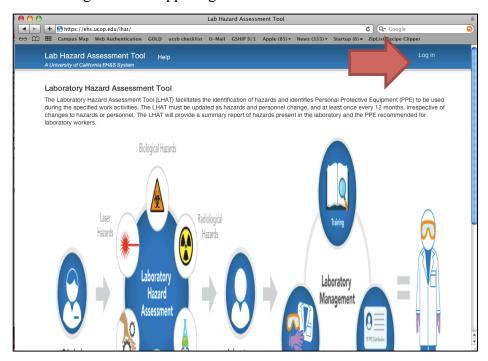
Lab Hazard Assessment Tool (LHAT) sign up instructions

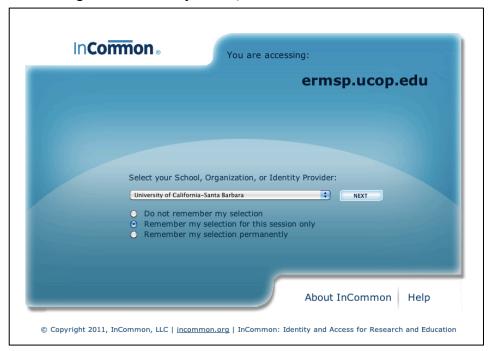
All of your PPE is purchased through the lab. To obtain your PPE, you must sign up through a University Website. The total time to complete is more than one day. Total Active participation time is ~30 minutes.

- 1. Go to: http://ehs.ucop.edu/lhat
- 2. Click "Log in" in the upper right corner



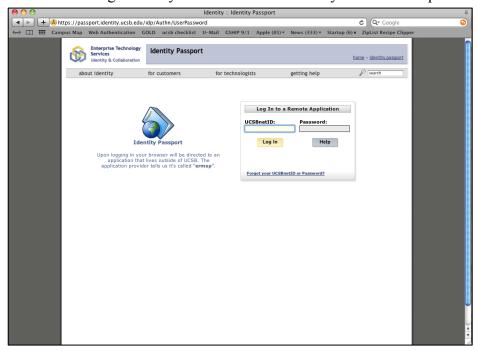
3. You will see this page next. Select 'University of California - Santa Barbara' from the list of Schools. You will want to click on 'Remember my selection permanently' if you would like the convenience of not having to reselect every time. (You will return here at least 1-2 more times). Click on 'Next'.

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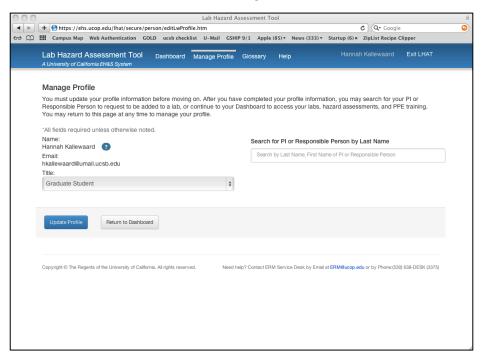


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4. You will now log in with your UCSBNetID. Enter your Net ID & password, then click "Log In".



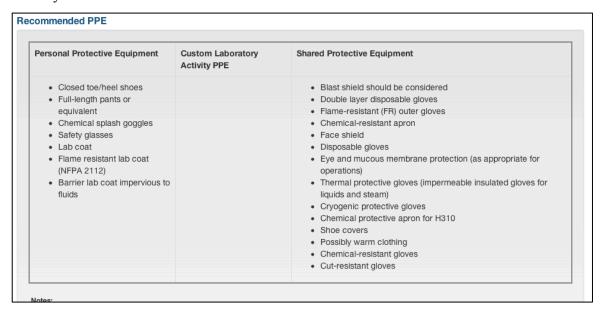
5. You have finally reached the LHAT. You will need to update your profile. Select your title (Graduate Student, Undergraduate Student, Post Doctoral Fellow, etc.). Then Search for PI by Last Name (Plaxco). It should pop-up "Plaxco, Kevin (kwp@chem.ucsb.edu)". Select, then click "Update Profile".



- 6. Complete the Training (Step 1 on the Dashboard). This consists of 3 steps: "View the Outfit for Safety PPE Training Video", "View the Outfit for Safety Training PDF", and "Take the Quiz and certify your PPE training is complete". This is the longest step and takes ~20 minutes.
 - a. At this point you may need Kevin to verify that you are part of the lab. If it has been more than 1 day (and he is not on vacation); send him an e-mail to tell him you are waiting.

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7. Review the Recommended PPE for use in the Plaxco Lab. There will be a listing of all the possible hazards. If you do not see something you intend on working with, let Kevin know ASAP so that the proper equipment can be ordered. At the bottom of the page, you will need to check the box next to "I certify that I have reviewed the assessment."



8. At this point, you can print your voucher upon PI certification. Take the voucher to the Chemistry Store Room to fulfill your PPE.

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