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1 Setting up a Lab Group to be completed by PI or Supervisor only

Log onto the Laboratory Hazard Assessment Tool (LHAT) at: https://ehs.ucop.edu/lhat

Note: UCInetID required. For assistance on setting up your UCInetID, please reference: http://www.oit.uci.edu/ucinetid/

You will be asked to select your school (“University of California-Irvine”) from the drop down menu. Click next to proceed.
You will be lead to the PI/RP Information Search Bar. To get to your profile page, click on the top right circle with a person inside. Once you do, “Profile and Sign Out” will appear. Click on “Profile”

The following screen will be your profile page. To begin creating a new lab group, please click on the “Groups” tab.

Once you click on the “Groups” tab, there will be a drop-down menu listing all the groups you are responsible for/a member of. If you have no lab groups, it will be blank. Click on “Add Group” to create a new lab group.
After you click “Add Group,” a blue bar should appear. You should now be able to name your lab group in the space below “Add a Group.” In the example below, the lab group name is “Test.” Once you have named your lab group, click “Submit.”

Your new lab group should now appear (in alphabetical order of all your groups.) You may now add lab members. Add the members by “last name, first name.” As members are recognized by the LHAT system, their name will populate.

Note: If the person you are searching for does not show up in the drop down box, you will have an opportunity to add them later on your Lab Groups profile page. Instructions on this can be found at the end of this tutorial:

For PIs and Delegates: How to Add/Remove Members from your Lab Roster
To add a location, please click on the “Locations” tab.

You should now have the opportunity add a location. You will be asked to enter the building name first, followed by the room number. As you type, the name of the building will populate.

Note: If your building location does not show up, please leave the location blank, and email ehs-ppe@uci.edu for assistance. You can continue to create your lab group without including a location, which can be added later.
Delegate assignment to be completed by PI or Supervisor only

This page allows you to view information on your group regarding training, as well as adding and/or removing members. You can also assign Delegate rights here. A Delegate can: add/remove members and locations, view lab safety training for group members, rename a group, and remove a group.

To assign a Delegate:

- Click on the ellipse next to the desired individual’s name who you would like to make a delegate.

- Once you click on the ellipse, you should have the option to make the selected individual a delegate. Click “Make Delegate”

- The individual should now be listed as the delegate for your lab group.
To continue on to creating your Hazard Assessment, click the square grid on the top right of the page. From there, click on the “LHAT” circle.

This will return you to your profile page. Please click on “Create” to begin your Hazard Assessment.
2. Creating a hazard assessment to be completed by PI or Supervisor only

You will now be asked to answer questions regarding the hazards in your lab. Click on every topic to reveal a drop-down of the questions. After completion, you will be asked to certify your assessment.

After completing the Hazard Assessment, you will be asked to certify the assessment.

1. Click on “Certify, I'm Done.” and please read the pop up.
2. If you are in agreement, click on the blue certify button. If not, you can return to the draft and review your answers again.
The next page lists your PPE recommendations and allows you to make any modifications to your Lab Coat PPE recommendations by checking or unchecking the boxes next to the PPE items.
After making any changes, or accepting it as is, you can collapse this section by clicking on “Recommended PPE”.

You are now finished!

To return to your profile page, click on “LHAT” on the blue bar at the top of the page.
This is what your profile page will look like:
3 Laboratory member instructions on how to certify the LHAT

Ask your PI or Lab Delegate to add you to the LHAT roster. Once added there are two routes:

- If you have enrolled previously in the LHAT (a member of a lab previously at UCI), please log on to the LHAT directly (https://ehs.ucop.edu/lhat), and your new Lab Group will show up on your profile page.
- As a first time enrollee, you will receive an email invitation to your Lab Group.

Members enrolled in LHAT previously

Follow the directions indicated in each step. After you receive your voucher, please print it out and make an appointment to be fitted on ucippe.youcanbook.me/

If none of the days/times listed on You Can Book Me work for your schedule, please email ehs-ppe@uci.edu with your availability and an appointment will be schedule with you.
If you are a PI or Lab Manager/Supervisor and would like to schedule a group fitting for your laboratory, please email ehs-ppe@uci.edu with your group’s availability.

Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200
**First time enrollees to LHAT**

Dear Raymond Rufa,

You have been invited to be a member of the group **Erica’s Test Group** in UC Safety, an Environmental Health and Safety technologies suite of online systems. Please select the link below, and log in with your campus log in credentials to be added to the group:

https://ehs.ucop.edu/profile/security/t/modinv-00062121-3674-431e-bbce-0364fb848c49

This invitation will expire on 03/09/2016. Once expired, the link will no longer be valid, and if you wish to be added after that date, the Responsible Person for the group will need to restart the process.

If you have any questions about the group, please contact the Responsible Person, Erica Cheni Banks at echani@ucr.edu. If you have any questions about this Invite Process for the system, please contact the UC ERM Service Desk at: 951-825-5100.

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Please click on the link taking you to your group:

Click on the first box “Add me to ____ Group and continue to LHAT.” This opens up to your profile page:

If you are being invited to the incorrect group, click on “Oops! I did not want to do this. Take me to my profile.”

If you are invited to a group in error, it’s most likely your name/email is similar to someone else. As you will not be accepting the invitation, your pending status will automatically be removed from the labs roster.

Follow the directions indicated in each step. After you receive your voucher, please print it out and make an appointment to be fitted on ucippe.youcanbook.me/
If none of the days/times listed on You Can Book Me work for your schedule, please email ehs-ppe@uci.edu with your availability and an appointment will be scheduled with you.
If you are a PI or Lab Manager/Supervisor and would like to schedule a group fitting for your laboratory, please email ehs-ppe@uci.edu with your group's availability.

Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200
4   Obtaining Personal Protective Equipment (PPE) for PIs and all laboratory members

Once you are added to the personnel list on the LHAT you can log on https://ehs.ucop.edu/lhat (UCInetID required) to review and certify the hazard assessment. This will allow you to complete your PPE training and print out the PPE voucher to receive free PPE.

Note: PPE Fit appointments are scheduled at ucippe.youcanbook.me/  

Click on “Print.”

A new window will open for your voucher. Please print it out and bring with you to your PPE fitting appointment.

If none of the days/times listed on You Can Book Me work for your schedule, please email ehs-ppe@uci.edu with your availability and an appointment will be schedule with you.

If you are a PI or Lab Manager/Supervisor and would like to schedule a group fitting for your laboratory, please email ehs-ppe@uci.edu with your group’s availability.

Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200.
5  Roster Upkeep: How to add/remove members from the “Lab Roster” for PIs/Supervisors and Delegates only

Log onto the LHAT [https://ehs.ucop.edu/lhat](https://ehs.ucop.edu/lhat). It should take you to this page.

Click on the top-right circle with a person inside. Once you do, “Profile and Sign Out” will appear. Click on “Profile”

You will be directed to this page. From here, click on “Groups:”
Find and select the lab group you would like to add/remove members for.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Owner Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio 199 Students</td>
<td>Owner</td>
</tr>
<tr>
<td>EH&amp;S Employees</td>
<td>Owner</td>
</tr>
<tr>
<td>EHS Safety Division</td>
<td>Owner</td>
</tr>
<tr>
<td>Erica’s Test Group</td>
<td>Owner</td>
</tr>
<tr>
<td>Industrial Hygiene</td>
<td>Owner</td>
</tr>
<tr>
<td>Matin Lab</td>
<td>Owner</td>
</tr>
<tr>
<td>Student Assistants</td>
<td>Owner</td>
</tr>
<tr>
<td>TANGO</td>
<td>Owner</td>
</tr>
<tr>
<td>TANGO 2015</td>
<td>Owner</td>
</tr>
<tr>
<td>TANGO 2016</td>
<td>Owner</td>
</tr>
<tr>
<td>TANGO 2017</td>
<td>Owner</td>
</tr>
<tr>
<td>Test</td>
<td>Owner</td>
</tr>
</tbody>
</table>

### People

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erica Cheri Banks</td>
<td><a href="mailto:ebanks@uci.edu">ebanks@uci.edu</a></td>
<td>Owner</td>
</tr>
<tr>
<td>Julie Thi Tran</td>
<td><a href="mailto:juliet3@uci.edu">juliet3@uci.edu</a></td>
<td>Delegate</td>
</tr>
</tbody>
</table>

[Image of the interactive interface showing the groups and their respective owners.]
How to add a member

Type in the person’s name who you would like to add. Last name, then first name. A dropdown menu of options should appear until you find the correct person.

Once you choose the name of the person you would like to add, their name should appear on the list.
If the person you are trying to add is not listed in the drop down list of names, you can add them manually:

How to add a member manually

Type the individual’s name in the search bar as you would regularly do. If the LHAT system is not able to find the person, it will state “No person found. Invite person?” Click on that option.

A pop-up window will open that will allow you to enter their first name, last name and email. This will send an invitation to log on to the LHAT (UCnetID is required).
Click “Send”

Their name will appear in grey with “invitee.”

Note: If you are adding a member to your roster who already has a profile on LHAT they will not receive an email notification. Please ask them to logon to the LHAT directly, and the new lab group will show up on their profile page.

How to remove an individual

Click the ellipse next to the desired individual’s name.

After that, a pop-up will appear. Click on the “Remove Person” option.
The removed individual should no longer appear once that has been done.

Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200