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Environmental Health and Safety

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### **Training Requirement Guidelines**

The following lists the guidelines for assigning training requirements to members of your department. Note that some trainings cannot be done through OWL, but rather in the classroom and will need to be tracked separately.

1. The Provost has mandated that only individuals who have successfully completed the required annual EH&S **Hazardous Waste** and **Right-to-Know** trainings are permitted to work in laboratory operations.
2. In an agreement with the Massachusetts Department of Environmental Protection the University requires that any member of the University community that operates a University vehicle must take the **Motor Vehicle Idling** training.
3. Before working in any laboratory it is recommended that each individual take the **EH&S Laboratory Safety Classroom Training**. This training is offered routinely throughout the year. The **OWL Laboratory Safety** training is primarily available for a review of safety skills and information.
4. Any individual working in a laboratory that uses radio isotopes on campus must take the **Radiation Safety Classroom Training** program. The **OWL Radiation Safety** training is only for a review of safety skills and information after the initial classroom training has been taken.
5. Other safety trainings available through OWL are job specific (Confined Space Entry, Lock-out/Tag-out, Ergonomics, Worker Protection Standard) and are required for specific job duties.

### **Training Manager**

Each department must identify a member(s) of the department to serve as the OWL "Training Manager." The role of the department's Training Manager is to use the OWL Training Manager website to monitor each department member's training compliance. This involves:

1. Checking that all department members are listed.
2. Identifying the trainings that are appropriate to each individual's job or task. (See **Training Requirement Guidelines** below.)
3. Ensuring that each individual meets those requirements.

Once the department has identified a Training Manager and notified EH&S, that individual(s) will receive a monthly email containing the OWL Training Manager website address and a reminder to check the department's training compliance status.

Training as of August 29, 2008

<http://ehstrain.ehs.umass.edu>

	<b>Hazardous Waste Management</b>	<b>Right to Know</b>	<b>Laboratory Safety</b>	<b>Motor Vehicle Idling Policy</b>
<b>A&amp;F</b>	0%	0%	0%	0%
<b>Animal Care</b>	83%	83%	83%	100%
<b>Anthropology</b>	25%	17%	17%	7%
<b>Archeological Services</b>	0%	0%	0%	2%
<b>Art Department</b>	4%	2%	0%	0%
<b>Astronomy</b>	8%	0%	0%	3%
<b>Auxiliary Services</b>	2%	2%	0%	2%
<b>Bio Chemistry</b>	85%	84%	88%	-
<b>Biology</b>	31%	28%	30%	7%
<b>Biostatistics</b>	0%	0%	0%	0%
<b>Chancellor's Office</b>	N/A	N/A	N/A	-
<b>Chemical Engineering</b>	41%	40%	41%	0%
<b>Chemistry</b>	94%	94%	100%	-
<b>Civil &amp; Environmental Eng.</b>	33%	32%	32%	0%
<b>Electrical and Computer Engineering</b>	2%	2%	1%	1%
<b>Environmental Health and Safety</b>	92%	81%	77%	95%
<b>Environmental Health Sciences</b>	17%	8%	8%	25%
<b>Facilities (Alterations)</b>	0%	0%	0%	24%
<b>Facilities and Campus Planning</b>	17%	17%	18%	28%
<b>Fine Arts Center</b>	N/A	N/A	N/A	-
<b>Food Science</b>	23%	20%	21%	-
<b>Food Service</b>	N/A	N/A	N/A	-
<b>Geosciences</b>	13%	13%	13%	51%
<b>Housing Services</b>	0%	0%	0%	31%
<b>Human Resources</b>	N/A	N/A	N/A	-
<b>Kinesiology</b>	56%	56%	23%	-
<b>Library</b>	N/A	N/A	N/A	-
<b>Mechanical and Industrial Eng.</b>	14%	14%	11%	0%
<b>Microbiology</b>	9%	8%	9%	-
<b>Molecular Biology</b>	29%	29%	29%	0%
<b>NRC</b>	N/A	N/A	N/A	1%
<b>Nursing</b>	N/A	N/A	N/A	-
<b>Nutrician</b>	N/A	N/A	N/A	-
<b>Office to Office</b>	0%	0%	3%	3%
<b>Organismic and Evolutionary Bio</b>	N/A	N/A	N/A	-
<b>Parking</b>	N/A	N/A	N/A	4%

	<b>Hazardous Waste Management</b>	<b>Right to Know</b>	<b>Laboratory Safety</b>	<b>Motor Vehicle Idling Policy</b>
<b>Photographic Service</b>	N/A	N/A	N/A	-
<b>Physical Plant - Business</b>	83%	92%	83%	100%
<b>Physical Plant - Customer Sv.</b>	92%	92%	75%	100%
<b>Physical Plant - Executive Office</b>	67%	67%	0%	100%
<b>Physical Plant - Grounds</b>	80%	80%	0%	48%
<b>Physical Plant - Maint/Zones</b>	73%	73%	0%	98%
<b>Physical Plant - Utilities</b>	82%	82%	33%	87%
<b>Physics</b>	27%	27%	27%	0%
<b>Plant Biology</b>	11%	11%	11%	0%
<b>Plant Soil Insect Science</b>	28%	26%	28%	30%
<b>Polymer Science</b>	3%	3%	3%	-
<b>Psychology</b>	91%	88%	88%	-
<b>Public Safety</b>	4%	3%	3%	4%
<b>Theater</b>	28%	28%	28%	6%
<b>Transit Services</b>	76%	76%	74%	99%
<b>University Health Services</b>	84%	89%	87%	0%
<b>Vet. And Animal Sciences</b>	17%	17%	14%	-

"N/A" denotes no data available in "OWL" system as the department's "training manager" has not identified the required training and there is no department participation in the training.

" - " in Motor Vehicle Idling program denotes that the department's training manager has indicated that no members drive University vehicles and are not required to take the training.