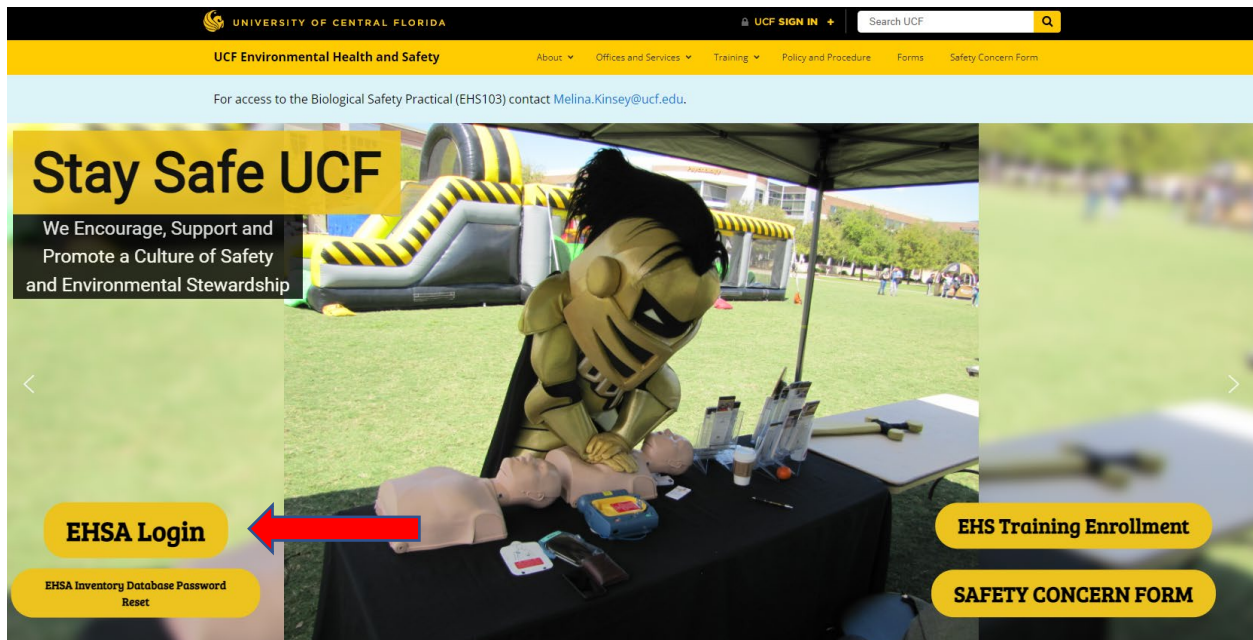




Laboratory Hazard Assessment Tool (LHAT) Tutorial

Step 1: Visit our homepage at ehs.ucf.edu and click on the *EHSA LOGIN* button in the left side of the homepage.





Step 2: Type in your username (NID) and password (NID Password) then click *Sign in*.

(To reset your NID password, please visit the UCF Account Password Reset at <https://mynid.ucf.edu/pages/NidCheck.aspx>)

EH&S Assistant

v2.0.8419.28462

UCF NID

ⓘ Login ID is required

Password

🔑 Sign in


🔑 First-Time User?

Step 3: Once you reach the following screen click on the EHS Assessment icon on the bottom right

Welcome to your Safety Research Home Page

Quick Links


- [UCF Environmental Health & Safety Home Page](#)
- [UCF EHS Policies & Procedures](#)
- [Forms & References](#)
- [MSDSOnline \(SDS repository\)](#)
- EHSA**




Thank you for logging in to test the upgraded database.

****This Database is for testing only. For normal operations, please use the live EHSA site ([click here](#)).****


Please submit screenshots or links to items missing that you need to perform your unique safety role to ResearchSafety@ucf.edu.




Waste Pickup Request




Waste Supply Requests




Training Records




Safety Inspections




Reports




Inventory




Worker Registration




Permits




Contamination History



SOP Documents



Equipment



EHS Assessment

Step 4: Click on *+ Browse New Forms* button on the top left then click *Start* next to the *Lab Hazard Assessment* option. Choose your name on the *Researcher* dropdown menu and click *Create Assessment*.

Assessment Form

Form

TEST MENU FOR UCF FORMS


Start →	Accident-Incident Report	i
Start →	Biological Agent Registration Form	i
Start →	Environmental Aspects Assessment of Leased Spaces	i
Start →	Incubator Hazard Assessment	i
Start →	Lab Hazard Assessment	i
Start →	Laser Registration Worksheets	i




Step 5: Add any lab workers to your group by clicking *Find Worker*, searching for them using their first\last name, clicking *Select* next to their name, looking for others to add or clicking *x Close* to finish. Remove lab workers from your group by clicking the *x* next to their name. **You must also contact EHS when removing lab workers so that they may be removed from any of your permits.**

Add the labs you want to attach to this specific LHAT by choosing the building name from the dropdown menu on the bottom left and then clicking the green arrow to the right of the lab number. You may have more than one LHAT for different labs if they have different hazards (e.g., Chemical labs and Laser labs). Otherwise, choose the highest hazard found in any of the labs when grouping them together.

Click *Next* at the bottom of the page when done.



UNIVERSITY OF CENTRAL FLORIDA
Lab Hazard Assessment



*Researcher

Feelgood, Jimmy

Find Worker

Attached Workers

	Name ↑	ID#
x	Feelgood, Labworker	5555555

Select Location(s) to Attach

Buildings

BIOLOGICAL SCIENCES BUILDING

000

104

105

106

108

109

110

110A

Attached Locations

	Buildings	Lab
x	All Buildings Designation for Inspection Reports	000



Step 6: Confirm that all your personal information and lab personnel are up-to-date then click *Next*.

Instructions

Assessment Questions

Inspection Process Questions

Chemical

Work Environment

Animals

Dangerous Goods

Nanomaterials

Radiological

Biological

Blood, Waste and Explosives

Environmental Management

Ionizing and Non-ionizing Radiation

DEA Controlled Substances

Principal Investigator

First Name:

Jimmy

Last Name:

Feelgood

E ID:

1989910

Department:

ORC

Location:

Lab Personnel:

+ Add

Expand All

Collapse All

	Lab Contact:	Office Phone:	Emergency Contact:	Emergency Phone:
<div><div></div><div>View / Edit</div></div>	Feelgood, Labworker			

Previous

Save Progress

Next

Save as Complete

Cancel



Step 7: Continue to go through the assessment questions and clicking *Next* until reaching the end of the assessment and then click *Yes* when this window appears.

The screenshot shows a web-based assessment interface. A modal dialog box titled "End of Assessment" is centered on the screen. The dialog contains the text: "There are no further questions. Do you wish to 'Save As Complete'?" Below the text are two buttons: "No" and "Yes". The "Yes" button is highlighted in green. In the background, the assessment interface is visible. It has a sidebar on the left with a list of categories: "Inspection Process Questions", "Chemical", "Work Environment", "Animals", "Dangerous Goods", "Nanomaterials", "Radiological", "Biological", "Blood, Waste and Explosives", "Environmental Management", "Ionizing and Non-ionizing Radiation", and "DEA Controlled Substances". The "Assessment Questions" tab is selected. The main content area shows a question under the heading "DEA Controlled Substances, Prescriptions, & Drug Precursors": "1. Do you work with controlled substances, prescriptions, & Drug precursors?". The "No" radio button is selected. At the bottom of the interface, there are buttons for "Previous", "Save Progress", "Next", "Save as Complete", and "Cancel".