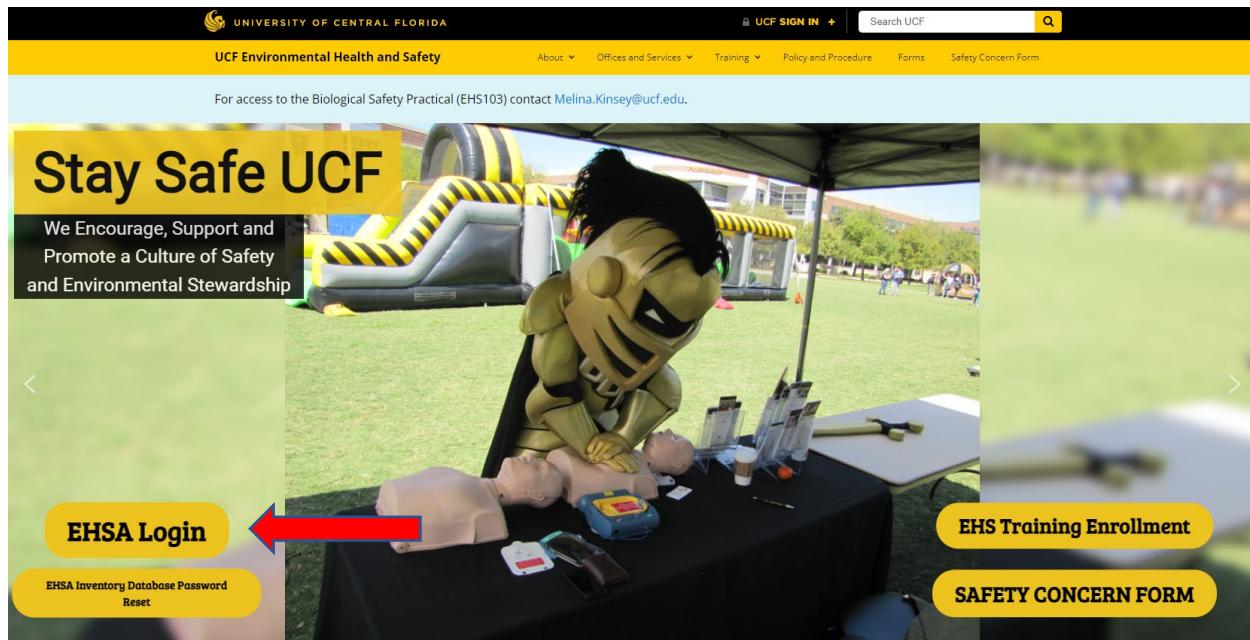


Laboratory Hazard Assessment Tool (LHAT)

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

① Login ID is required

Password

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.

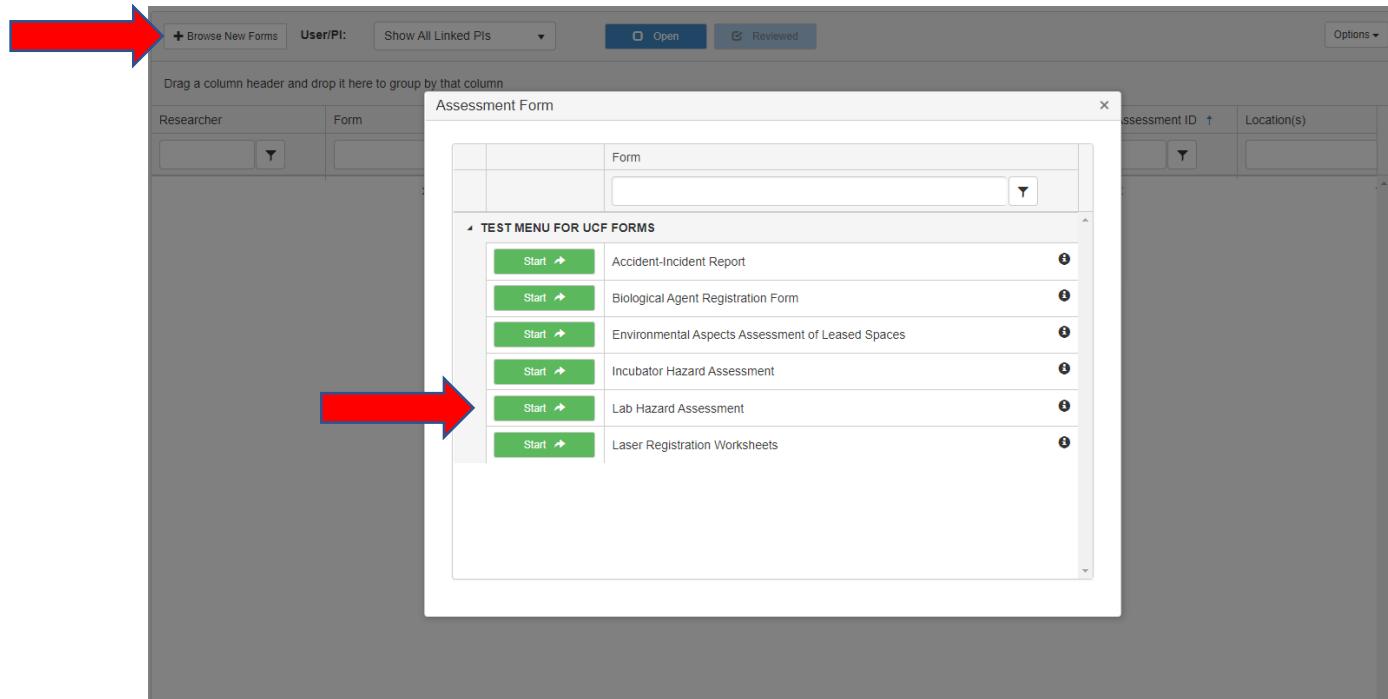
****This Database is for testing only. For normal operations, please use the live EHSA site ([click here](#)).****

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*.



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.

	Name ↑	ID#
<input checked="" type="checkbox"/>	Feelgood, Labworker	5555555

	Buildings	Lab
<input checked="" type="checkbox"/>	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		Principal Investigator				
Chemical		First Name:	Jimmy			
Work Environment		Last Name:	Feelgood			
Animals		E ID:	1989910			
Dangerous Goods		Department:	ORC			
Nanomaterials		Location:	<input type="text"/>			
Radiological			<input type="text"/>			
Biological			<input type="text"/>			
Blood, Waste and Explosives		Lab Personnel:				
Environmental Management		<input type="button" value="+ Add"/> <input type="button" value="▼ Expand All"/> <input type="button" value="▲ Collapse All"/>				
Ionizing and Non-ionizing Radiation			Lab Contact:	Office Phone:	Emergency Contact:	Emergency Phone:
DEA Controlled Substances		<input type="button" value="X"/> <input type="button" value="▼ View / Edit"/>	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.

