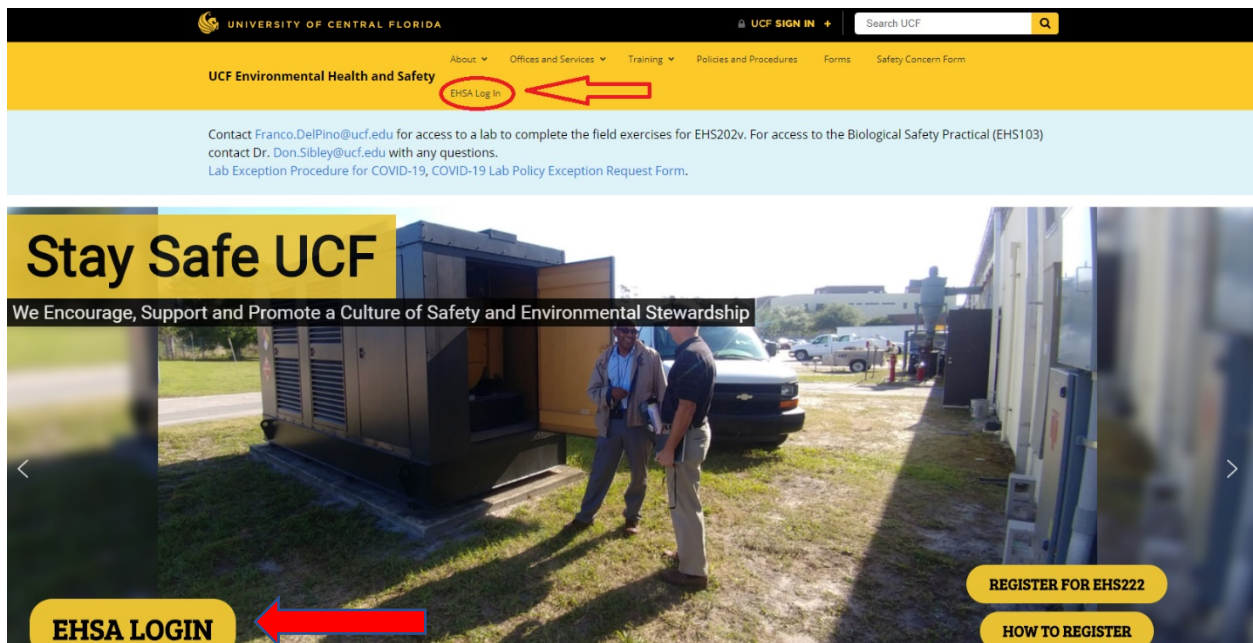




Laboratory Hazard Assessment Tool (LHAT) Tutorial

Step 1: Visit our homepage at [EHS.ucf.edu](https://ehs.ucf.edu) and click on the EHSA Log In tab on the top menu or the EHSA LOGIN button in the left side of the page.





Environmental Health and Safety

Step 2: Type in your username (NID) and password then click login. (If you can't remember your password contact Paul.Yocom@ucf.edu or Franco.DelPino@ucf.edu to have them reset it).

[To Register for Safety Classes, Click Here](#)

[To Report an Injury/Illness, Click Here](#)

[To Make a Chemical or Radioactive Waste Pickup Request, Click Here](#)

Environmental Health & Safety Assistant Login

Username

Password

[Change Password](#)

019 11:15:00 AM

Step 3: Once you reach the following screen click on the Lab Hazard Assessment link on the bottom right in the Questionnaire section.

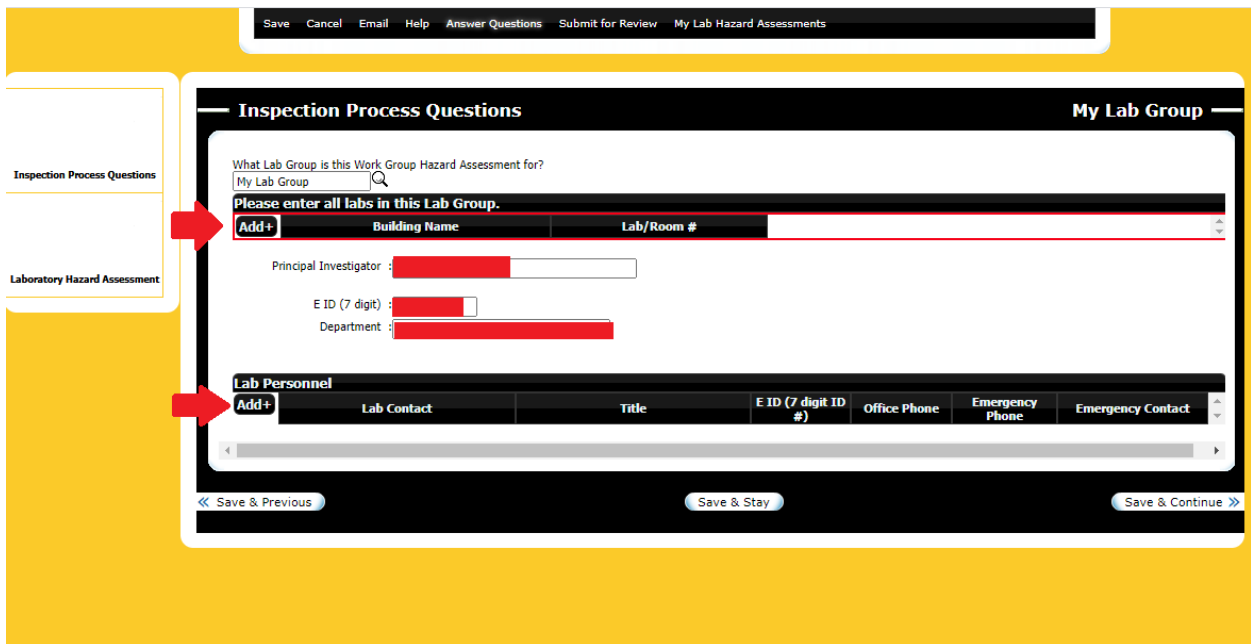
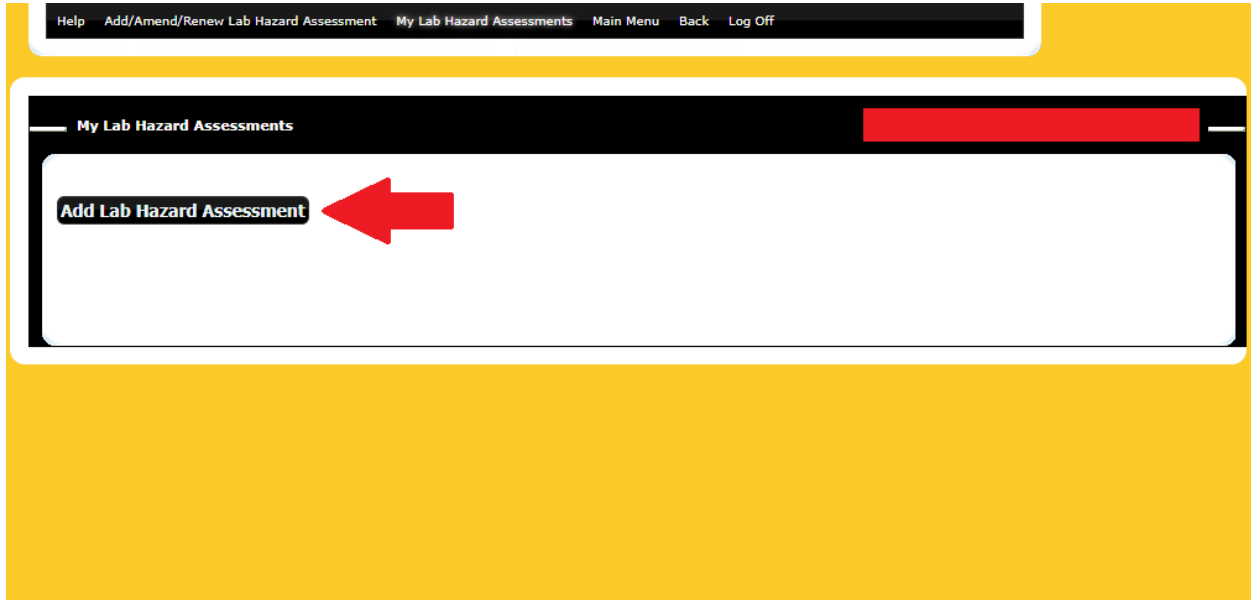
EH&S Assistant Log Off

Choose PI
PI: [Redacted]

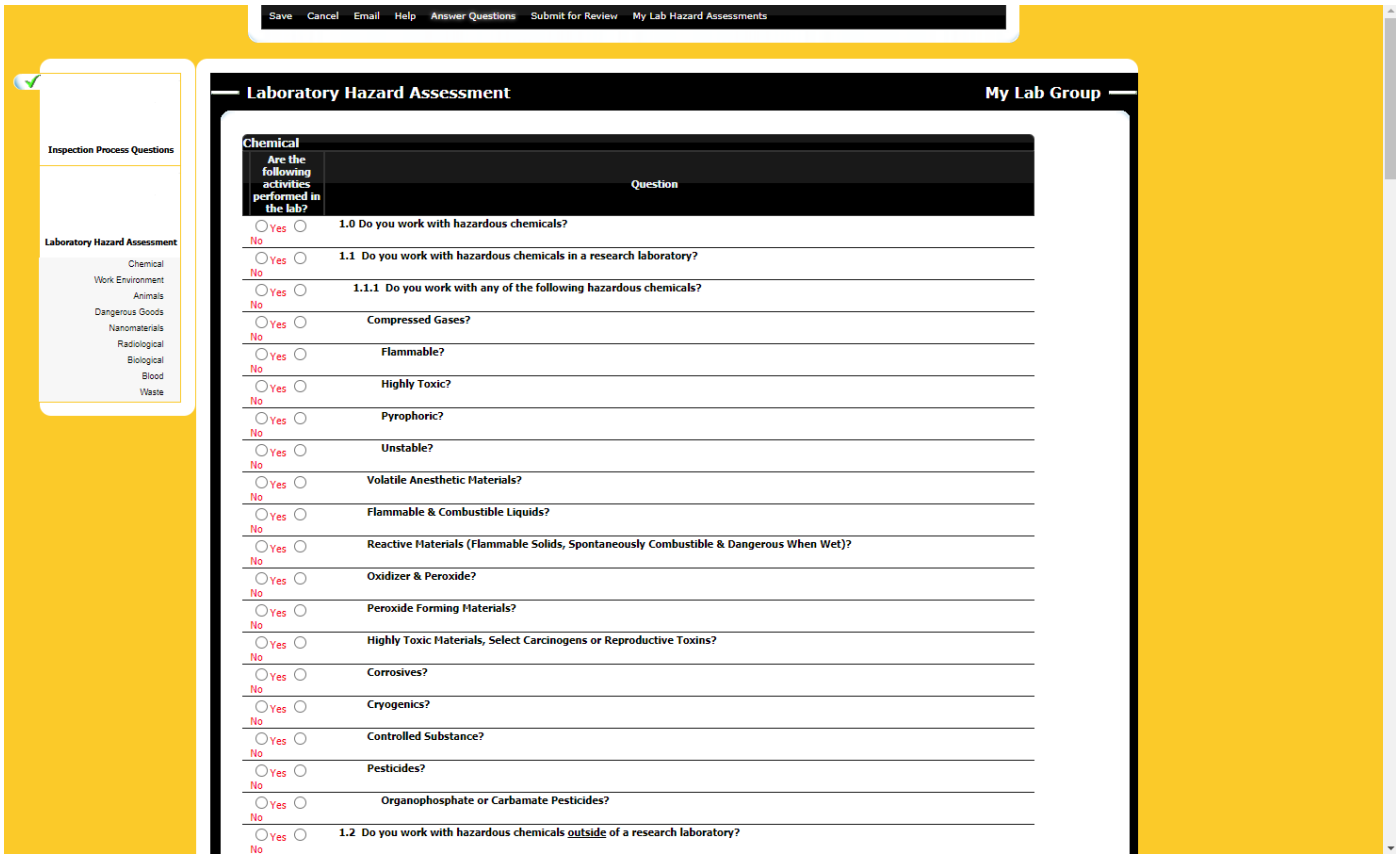
| | | | |
|--|--|---|---|
| <p>RAM</p> <ul style="list-style-type: none"> Requisitions Inventory/Disposals Waste Pickup PI's Permit Limits Training Permit Worker Registration Reports | <p>CHEM</p> <ul style="list-style-type: none"> Requisitions Inventory Training Waste Pickup Permit Worker Registration Chemical Inventory Verification Reports | <p>BIO</p> <ul style="list-style-type: none"> Inventory Training Permit Worker Registration Waste Pickup Biosafety Permits Reports | <p>PI Information</p> <p>DEPARTMENT [Redacted] CAMPUS MAILING ADD [Redacted] OFFICE PHONE # [Redacted]</p> <p>Emergency Contact Information</p> <p>FIRST NAME [Redacted] LAST NAME [Redacted] PHONE # [Redacted] E-MAIL [Redacted]</p> <p>Labs Assigned</p> <p>Building Name [Redacted] Lab [Redacted]</p> <p>Reports [Redacted]</p> <p>Update</p> |
| <p>INSPECTIONS</p> <ul style="list-style-type: none"> Uncorrected Inspection Violations Inspection History | <p>ADMINISTRATION</p> <ul style="list-style-type: none"> Labs Reports | <p>EMERGENCY RESPONSE</p> <ul style="list-style-type: none"> ChemicalSearch Reports by Fire Zone Reports by Building Reports by Floor Reports by Lab | |
| <p>DEPARTMENT</p> <p>Department Training</p> | <p>INJURY ILLNESS INVESTIGATION</p> <p>Report an Injury/Illness</p> | <p>QUESTIONNAIRE</p> <ul style="list-style-type: none"> Bioagent Registration Application Lab Hazard Assessment Laser Registration Worksheet Accident-Incident Report | |

March 8, 2021

Step 4: Click on the Add Lab Hazard Assessment button or wait for the Inspection Process Questions window to automatically appear. Then use the top and bottom Add+ buttons to add your labs and lab personnel. Once done, click Save & Continue at the bottom right.



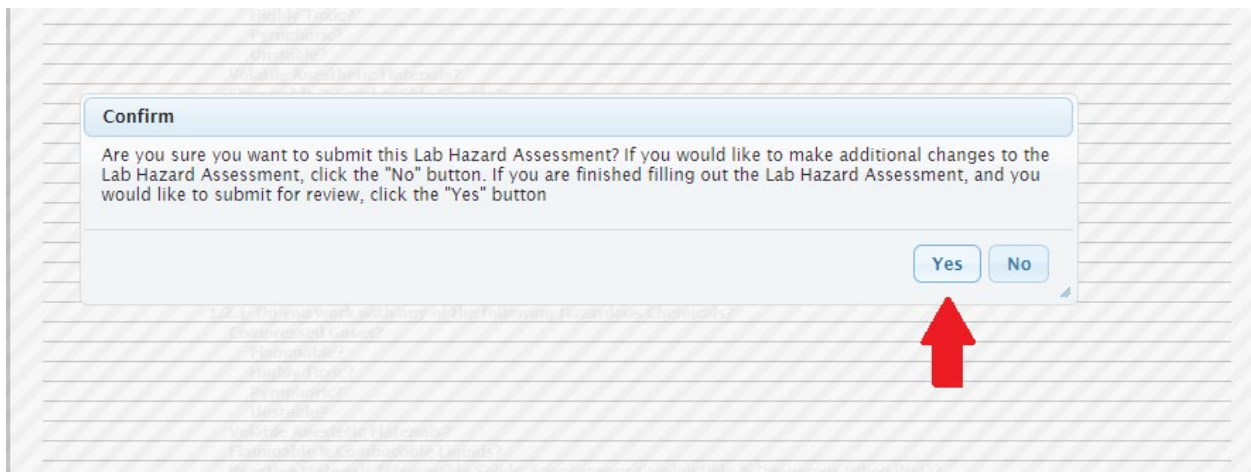
Step 5: Fill out all the questionnaire and then click Save & Continue at the bottom right.



The screenshot shows a web-based questionnaire titled "Laboratory Hazard Assessment" under the heading "My Lab Group". At the top, there is a navigation bar with buttons: Save, Cancel, Email, Help, Answer Questions, Submit for Review, and My Lab Hazard Assessments. On the left side, there is a sidebar menu with a green checkmark icon and the following items: Inspection Process Questions, Laboratory Hazard Assessment (selected), Chemical, Work Environment, Animals, Dangerous Goods, Nanomaterials, Radiological, Biological, Blood, and Waste. The main content area is titled "Chemical" and contains a list of questions with radio button options for "Yes" and "No". The questions are:

- 1.0 Do you work with hazardous chemicals?
- 1.1 Do you work with hazardous chemicals in a research laboratory?
- 1.1.1 Do you work with any of the following hazardous chemicals?
- Compressed Gases?
- Flammable?
- Highly Toxic?
- Pyrophoric?
- Unstable?
- Volatile Anesthetic Materials?
- Flammable & Combustible Liquids?
- Reactive Materials (Flammable Solids, Spontaneously Combustible & Dangerous When Wet)?
- Oxidizer & Peroxide?
- Peroxide Forming Materials?
- Highly Toxic Materials, Select Carcinogens or Reproductive Toxins?
- Corrosives?
- Cryogenics?
- Controlled Substance?
- Pesticides?
- Organophosphate or Carbamate Pesticides?
- 1.2 Do you work with hazardous chemicals outside of a research laboratory?

Step 6: Click Yes to confirm and have your LHAT submitted for review.



The screenshot shows a confirmation dialog box with a light blue header and a white body. The header contains the word "Confirm". The body contains the following text: "Are you sure you want to submit this Lab Hazard Assessment? If you would like to make additional changes to the Lab Hazard Assessment, click the 'No' button. If you are finished filling out the Lab Hazard Assessment, and you would like to submit for review, click the 'Yes' button". At the bottom right of the dialog box, there are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.