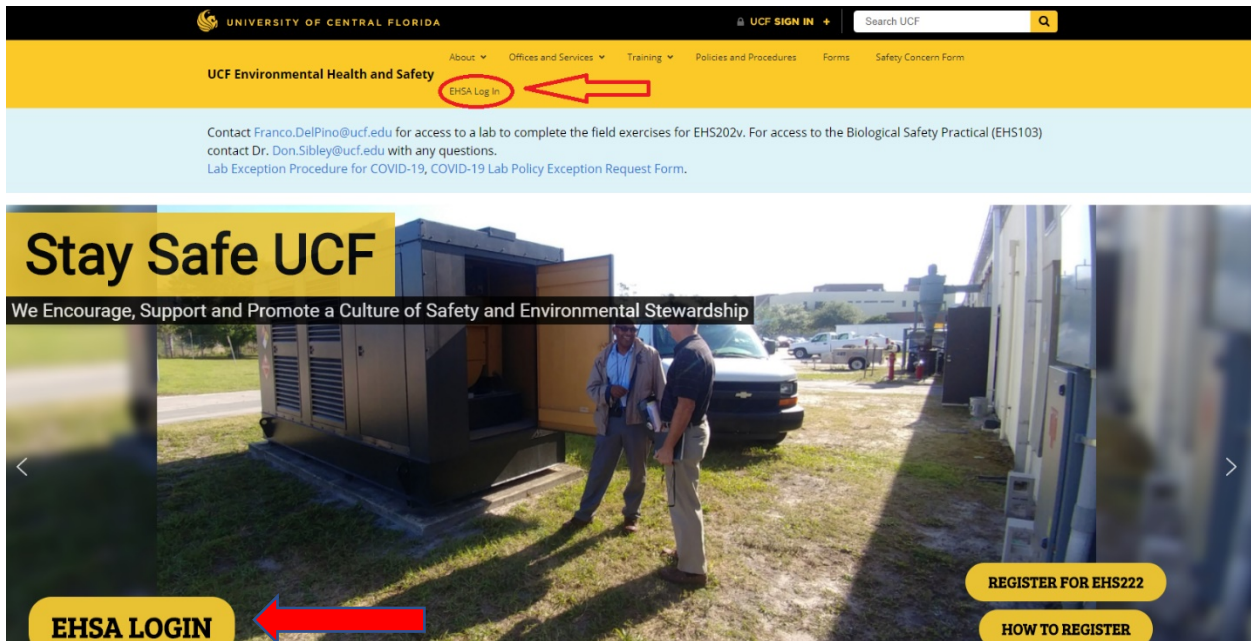




## Laboratory Hazard Assessment Tool (LHAT) Tutorial

**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 [Franco.DelPino@ucf.edu](mailto: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.

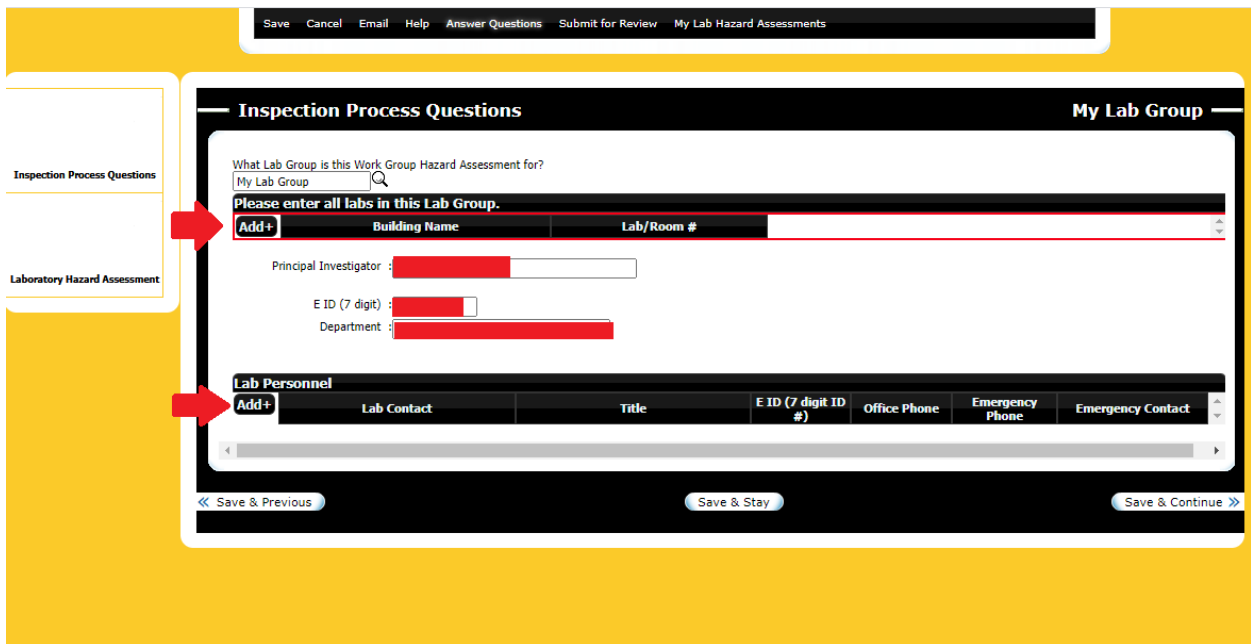
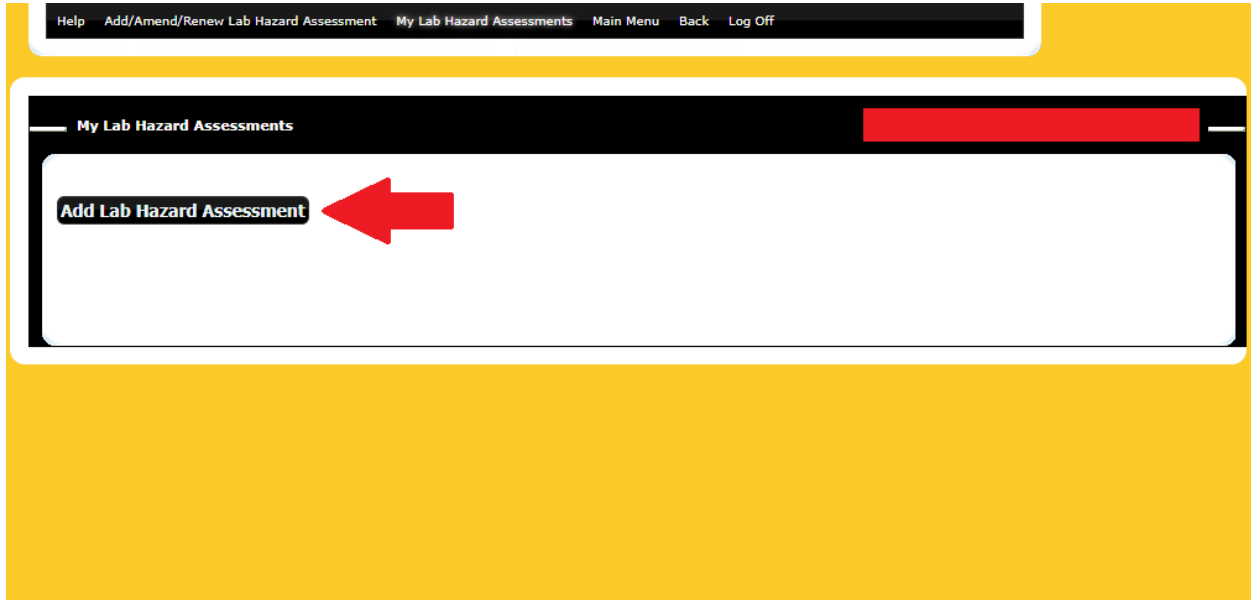
**EH&S Assistant** Log Off

Choose PI  
PI: [REDACTED]

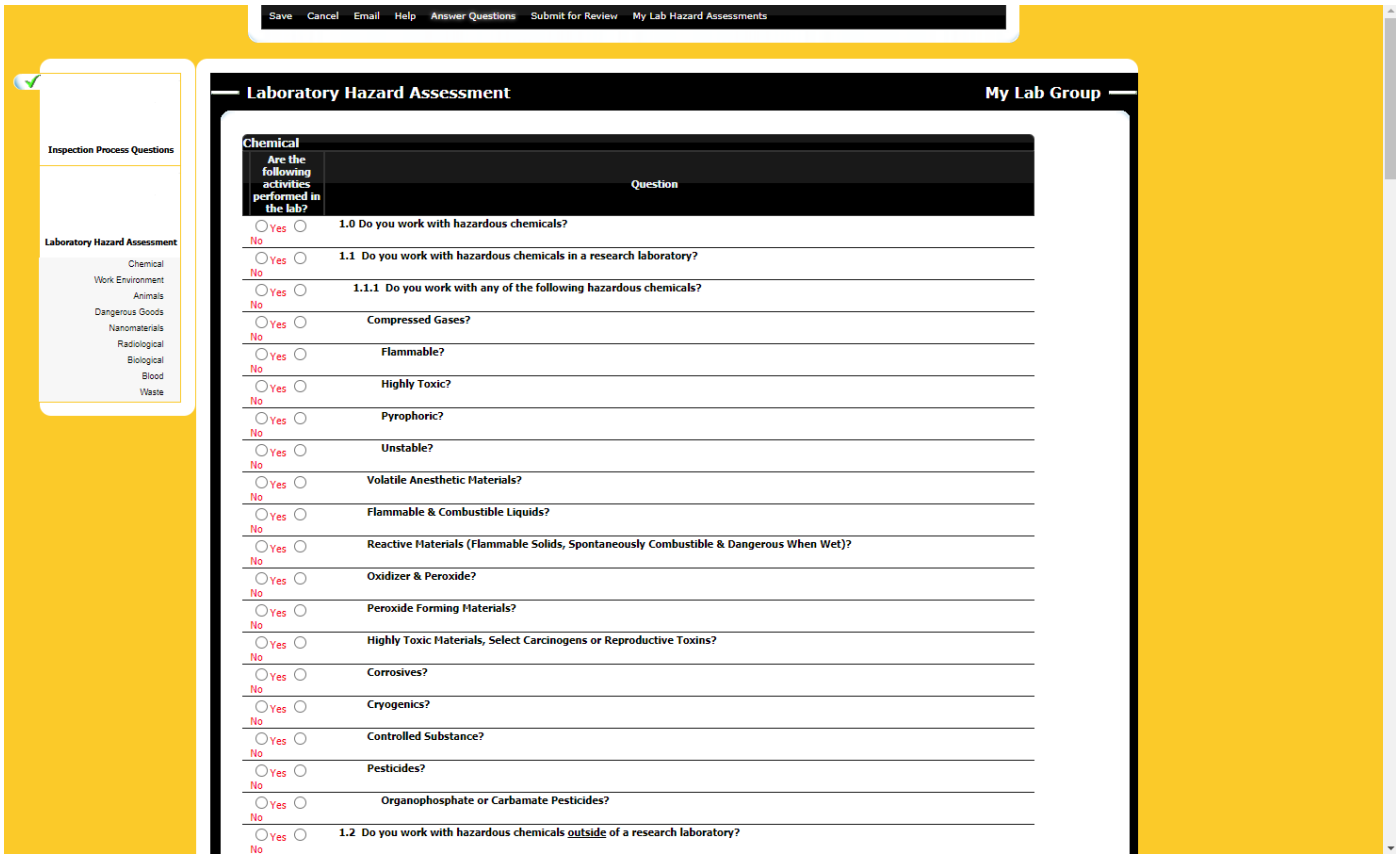
|  |  |   |  |
|--|--|---|--|
| <p><b>RAM</b></p> <ul style="list-style-type: none"> <li>Requisitions</li> <li>Inventory/Disposals</li> <li>Waste Pickup</li> <li>PI's Permit Limits</li> <li>Training</li> <li>Permit Worker Registration</li> <li>Reports</li> </ul> | <p><b>CHEM</b></p> <ul style="list-style-type: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

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.



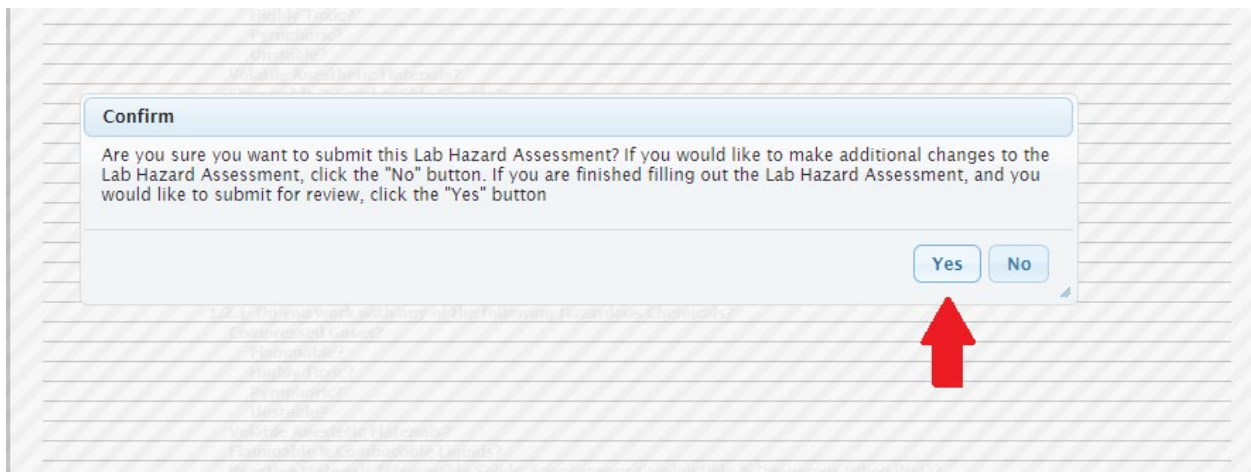
**Step 5:** Fill out all the questionnaire and then click Save & Continue at the bottom right.



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 links: 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 table with two columns: "Are the following activities performed in the lab?" and "Question". The table lists various questions with radio button options for "Yes" and "No".

| Are the following activities performed in the lab? | Question   |
|--|--|
| <input type="radio"/> Yes <input type="radio"/> No | 1.0 Do you work with hazardous chemicals?  |
| <input type="radio"/> Yes <input type="radio"/> No | 1.1 Do you work with hazardous chemicals in a research laboratory?                     |
| <input type="radio"/> Yes <input type="radio"/> No | 1.1.1 Do you work with any of the following hazardous chemicals?                       |
| <input type="radio"/> Yes <input type="radio"/> No | Compressed Gases?  |
| <input type="radio"/> Yes <input type="radio"/> No | Flammable?   |
| <input type="radio"/> Yes <input type="radio"/> No | Highly Toxic?  |
| <input type="radio"/> Yes <input type="radio"/> No | Pyrophoric?  |
| <input type="radio"/> Yes <input type="radio"/> No | Unstable?  |
| <input type="radio"/> Yes <input type="radio"/> No | Volatile Anesthetic Materials?   |
| <input type="radio"/> Yes <input type="radio"/> No | Flammable & Combustible Liquids?   |
| <input type="radio"/> Yes <input type="radio"/> No | Reactive Materials (Flammable Solids, Spontaneously Combustible & Dangerous When Wet)? |
| <input type="radio"/> Yes <input type="radio"/> No | Oxidizer & Peroxide?   |
| <input type="radio"/> Yes <input type="radio"/> No | Peroxide Forming Materials?  |
| <input type="radio"/> Yes <input type="radio"/> No | Highly Toxic Materials, Select Carcinogens or Reproductive Toxins?                     |
| <input type="radio"/> Yes <input type="radio"/> No | Corrosives?  |
| <input type="radio"/> Yes <input type="radio"/> No | Cryogenics?  |
| <input type="radio"/> Yes <input type="radio"/> No | Controlled Substance?  |
| <input type="radio"/> Yes <input type="radio"/> No | Pesticides?  |
| <input type="radio"/> Yes <input type="radio"/> No | Organophosphate or Carbamate Pesticides?   |
| <input type="radio"/> Yes <input type="radio"/> No | 1.2 Do you work with hazardous chemicals <u>outside</u> 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.