

Quick Guide for assigning “Activities” in the Duke Lab Safety & Waste Management System

1. Open the [Lab Safety & Waste Management System](#) and log in with Duke NetID and password.
2. Open the “Lab Contacts” page.



3. If you work with more than one PI, select the PI Name for the lab of interest from the dropdown menu (just below the menu bar at the top of the page).
4. **Scroll down below the Contacts & Personnel lists**, and you will see the new Lab Activities table:

DukeID	Name	Role	Does Not Enter Lab	Works at BSL2	Uses Human Materials	Ships Bio-Materials	Uses Hearing Protection	Uses Ladder	Ergonomics	None Apply
[REDACTED]	[REDACTED]	PI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	CON	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	CON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	PER	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this matrix, the PI and Contacts (CON) are listed at the top, followed by all Personnel (PER) in the lab. See the table on the last page of this guide for more information about the activities.

5. You can add or remove “activities” to members of the lab. Any new activities you have just marked (or activities you have just removed) will have a red marker in the corner of that cell in the grid.

Once you have finished making your selections, click “Submit Activities”.

[REDACTED]	[REDACTED]	PER	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	PER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submit Activities

6. Note that you can also select “Does not Enter Lab” (checkbox on the left of the row) for any member of the lab except the PI. This “activity” will remove trainings related to work in the lab.

[REDACTED]	[REDACTED]	PER	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
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Submit Activities

7. If you select “Does not Work in Lab,” or de-select another activity that was previously checked, such that training requirements would be removed, OESO Lab Safety will be alerted to review and approve the changes.
8. This system communicates with OESO’s Safety Management System and a routine will run **overnight** to assign or remove trainings (and related requirements) relating to the activities you selected or removed. For removals of requirements, since OESO Lab Safety review and approval is needed, it may take a few days for your submitted changes to be reflected for lab members logging into the [online training system](#).
9. Removing any of the activity check boxes will remove the related training (after review and approval by OESO).
10. Additionally, please be aware of the following training assignments that are automatically assigned:
 - a. Any contacts or personnel added to your lab will be assigned Fire/Life Safety training (annual requirement). This will remain on their profile as long as they are affiliated with the lab. New contacts or personnel will also be automatically assigned to take trainings “Lab Safety General” and “Hazard Communication for Laboratory Personnel”.
 - b. Any contact assigned the “Chem. Hygiene Officer” responsibility in the contacts section will be assigned the one-time training on Chemical Hygiene for Lab Personnel.
 - c. Any contact assigned the “ChemWaste Pickups” responsibility in the contacts section AND who attempts to begin a waste pickup request will be required to take Lab Chemical Waste Management Practices training. The training requirement is added when they first try to submit a waste pickup request.

Table: Description of lab activities, related trainings, and when to use them

Selected Activity	Assign to...	Training Assigned (or removed)	Frequency	Other requirements
Does not Enter Lab	Computational or administrative personnel who never come into the wet lab. NOTE: OESO will not approve this Activity for the Lab PI. PIs are responsible for safety within the lab and must complete required online training.	Removes “Lab Safety General” and “Hazard Communication for Lab Personnel” (and any other lab-related trainings associated with activities that had been noted)	NA	
Works at BSL2	Anyone who handles Risk Group 2 biological materials	Adds “Biosafety Level 2 and BBP for Lab Workers”	Annual	
Uses Human Materials	Anyone who handles Human-derived materials, including human cell lines	Adds “Biosafety Level 2 and BBP for Lab Workers”	Annual	Documentation of compliance with Hepatitis B Vaccine requirements (one time)
Ships Bio-Materials (or Dry Ice)	Anyone who ships biological materials and/or packages containing dry ice	Adds “Shipping Biological Materials”	Every 2 years	
Uses Hearing Protection	Anyone who wears hearing protection (for a sonicator or other loud equipment)	Adds “Hearing Protection”	Once	
Uses Ladder	Anyone who uses a ladder with 3 or more steps	Adds “Ladder Safety”	Every 3 years	
Ergonomics	If you and the PI would like personnel to take laboratory ergonomics training, this is recommended for staff who do a lot of pipetting, work at a microscope frequently, or sit at a biosafety cabinet (BSC) for extended periods of time.	Adds “Ergonomics – Laboratory”	Every 3 years	