

Assessment & Inspection Management System (AIMS)



User Guide for

Conducting Laboratory PPE Assessments

In accordance with [Lab PPE Policy](#) issued by University Provost and Executive Vice President, a PPE assessment is required to be conducted annually, or sooner whenever new, unique, or higher-risk activities or equipment are introduced to the laboratory.

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System and Login Requirements

Harvard Key

Harvard Key is the login credential for **LabPoint**

- To **troubleshoot your Harvard Keys**, go to <https://key.harvard.edu> or contact HUIT at 617-495-7777 / ithelp@Harvard.edu.

Internet Browsers

- Compatible with Chrome, Firefox, Safari and Edge

Lab Safety Officer Role assignment

- You will **need to be assigned** the **Lab Safety Officer (LSO) ROLE** in your lab's **GROUP** profile to grant user permissions to perform assessments
- Your EHS Lab Safety Advisor or ***AIMS Technical Support** can assign this role

*For AIMS technical support, email lab_safety@harvard.edu

Instructions for the Assessor



PPE assessments **MUST** be

- ✓ completed by **Principal Investigator (PI) / Core Facility Manager** or their **designee** (e.g., Lab Safety Officer)
- ✓ for **EACH group** (i.e., lab group or core facility)

PPE Assessment Tab Overview

- Sub-Tabs
 - **Open (default)**
 - **Due**
 - **Completed**

- **Filters**

- **Help**

- **START/UPDATE ASSESSMENTS** button

- **EXPORT OPEN ASSESSMENTS** button

- **List** of open assessments appear on bottom of page

The screenshot shows the 'Assessments' tab interface. At the top, there are sub-tabs for 'OPEN' (4), 'DUE' (0), and 'COMPLETED' (34). A blue button labeled 'START/UPDATE PPE ASSESSMENTS' is in the top right. Below the sub-tabs are 'FILTERS' and 'HELP' buttons. A green button labeled 'EXPORT OPEN ASSESSMENTS' is also present. A table lists assessments with columns for DATE, GROUP, TYPE, ASSESSOR, and STATUS. Two rows are visible: one for 'Feb 2, 2023' with status 'Open' and another for 'Jan 31, 2023' with status 'Pending Approval'. Action buttons like 'Continue', 'Cancel', 'Print', 'Review', and 'Print' are shown for the 'Open' assessment.

- STATUS**
- **OPEN** - assessment already exists as draft
 - **Pending Approval** - Assessment already performed and submitted for approval

- RESPONSE OPTIONS**
- **Continue** - a draft assessment, not yet submitted for review / approval
 - **Cancel** - and delete
 - **Print** - draft or that assessment awaiting review/ approval
 - **Review** - and approve

Start a New Assessment

1) Select **PPE Assessment** tab

2) Select **START / UPDATE PPE ASSESSMENTS** button

3) Confirm **scope** settings

4) Select **START** button

1

2

The screenshot shows the 'Assessments' interface. On the left, a sidebar has a 'PPE Assessments' tab highlighted. A dashed orange box highlights the 'PPE assessments are conducted by groups. If you manage multiple groups, click on the arrow to view the dropdown list of all your associate groups' text. In the main area, a 'START/UPDATE PPE ASSESSMENTS' button is highlighted with an orange arrow labeled '2'. Below it, a modal window titled 'Select Scope to Begin Assessment' is shown. This modal contains instructions for the assessor and a table of groups. An orange arrow labeled '3' points to the table, and another orange arrow labeled '4' points to the 'START' button at the bottom right of the modal.

PPE assessments are conducted by groups.
If you manage multiple groups, click on the arrow to view the dropdown list of all your associate groups

START/UPDATE PPE ASSESSMENTS

Select Scope to Begin Assessment Step 1 of 6

Instructions for the Assessor
This assessment must be completed by the Principal Investigator (PI)/Core Facility Manager or their designee (e.g., Lab Safety Officer/Coordinator, Lab Manager) for each research group (i.e., lab group or core facility).
Select the research group, and then begin the assessment.

by Group Less

SELECT GROUP		
Research Lab - EHS Test Lab		
Group Name/Space List		
FACILITY	ROOM	<input type="checkbox"/> SELECT ALL
Blackstone South	231	<input checked="" type="checkbox"/>
Landmark Center	B146.2	<input checked="" type="checkbox"/>
Landmark Center	L3-82	<input checked="" type="checkbox"/>

BACK **CANCEL ASSESSMENT** **START**

Step 1 - Select Scope to Begin Assessment

1) Select Group

- Click on downward arrow to view full list of groups

2) Select rooms/spaces

- Check/Uncheck rooms

3) Start

- To proceed to Assessment Activities section

Select Scope to Begin Assessment Step 1 of 6

Instructions for the Assessor
This assessment must be completed by the Principal Investigator (PI)/Core Facility Manager or their designee (e.g., Lab Safety Officer/Coordinator, Lab Manager) for each research group (i.e., lab group or core facility).
Select the research group, and then begin the assessment.

by Group Less

1

SELECT GROUP
Research Lab - EHS Test Lab

Group Room/Space List

FACILITY	ROOM	<input checked="" type="checkbox"/> SELECT ALL
Blackstone South	231	<input checked="" type="checkbox"/>
Landmark Center	B146.2	<input checked="" type="checkbox"/>
Landmark Center	L3-82	<input checked="" type="checkbox"/>

2

3

BACK CANCEL ASSESSMENT **START**

Step 2 - Activity Assessment

1) Review Categories

- Biologicals
- Chemicals
- Radiation
- Other

2) Select Applicable Activities (under each category)

a) Select Activity Locations

b) Additional information displayed

c) Required PPE displayed

- **Add to PPE** button (select downward arrow to display full list)

d) Text box

3) SAVE & CONTINUE

- Saves content and proceeds to **Attachments**

Navigate freely to any category by clicking on category name.

The screenshot shows the 'Select Applicable Activities' interface. At the top, there are four category buttons: 'Biologicals', 'Chemicals', 'Radiation', and 'Other'. An orange arrow labeled '1' points to the 'Biologicals' button. Below the categories, the 'BL2+' activity is selected with a checkbox. An orange arrow labeled '2a' points to the 'Activity Locations' section, which lists three locations: '[Blackstone S] [231] [None]', '[Landmark] [B146.2] [Research Lab]', and '[Landmark] [L3-82] [Research Lab]'. An orange arrow labeled '2b' points to the 'Additional Information' section, which contains text about agents that may cause serious disease. An orange arrow labeled '2c' points to the 'Required PPE' section, which includes an 'Add to PPE' button and a dropdown menu currently set to 'Acid-resistant'. Below this, a list of PPE items is shown: 'Clothing covering the legs', 'Disposable gloves (double layers)', 'Disposable solid-front gown impervious to fluids', and 'Wrist and forearm skin protection (e.g., extended cuff gloves, gown cuff, or sleeve covers)'. An orange arrow labeled '2d' points to a text box labeled 'Explain Modifications to Recommended PPE (if any)'. At the bottom, there are three buttons: 'BACK', 'CANCEL ASSESSMENT', and 'SAVE ALL CATEGORIES'. An orange arrow labeled '3' points to the 'SAVE & CONTINUE' button.

Available at bottom of each category section, **saves entire assessment** and proceeds to **OTHER** (last) category

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onex

Steps 3 – 4: Attachments & Notes

Step 3) Attachments

- **upload** any desired documentation by drag and drop or browse for file method
- **Save & Continue** to proceed to next section (Notes)

Step 4) Notes

- **type** any desired notes regarding overall assessment
- **Save & Continue** to proceed to next / final section (review)

Attachments

3

You may upload attachments, e.g., experimental protocols, that you wish to keep with this assessment.



Drag and drop to store your files, or [browse](#)

Notes

4

You may document any notes here regarding this overall assessment, specific categories (e.g., "Chemicals:"), or rooms.

Add your notes

Step 5 - Review & Submit for Approval

REVIEW Assessment

- confirm locations, activities and identified PPE



View / Print Draft



Submit for Review (PI Approval)

Review Assessment

VIEW/PRINT DRAFT

Click "Submit for Review" to initiate review. Your PI or Core Manager will receive an email request for approval. If you are an authorized user, you can approve the assessment on your behalf. If you are not an authorized user, you must ask your PI, then go to the **Continue PPE Assessments** tab to view the final assessment report.

You may also cancel/delete this assessment.

You have submitted the assessment for review and approval by an authorized user so that the report can be finalized. You will be notified by email when review has been completed.

If your Principal Investigator or Core Manager has authorized you to perform this approval, you can do so now from the "Continue PPE Assessments" tab. In that case, be sure to then ask your PI or Core Manager to review and sign the printed assessment.

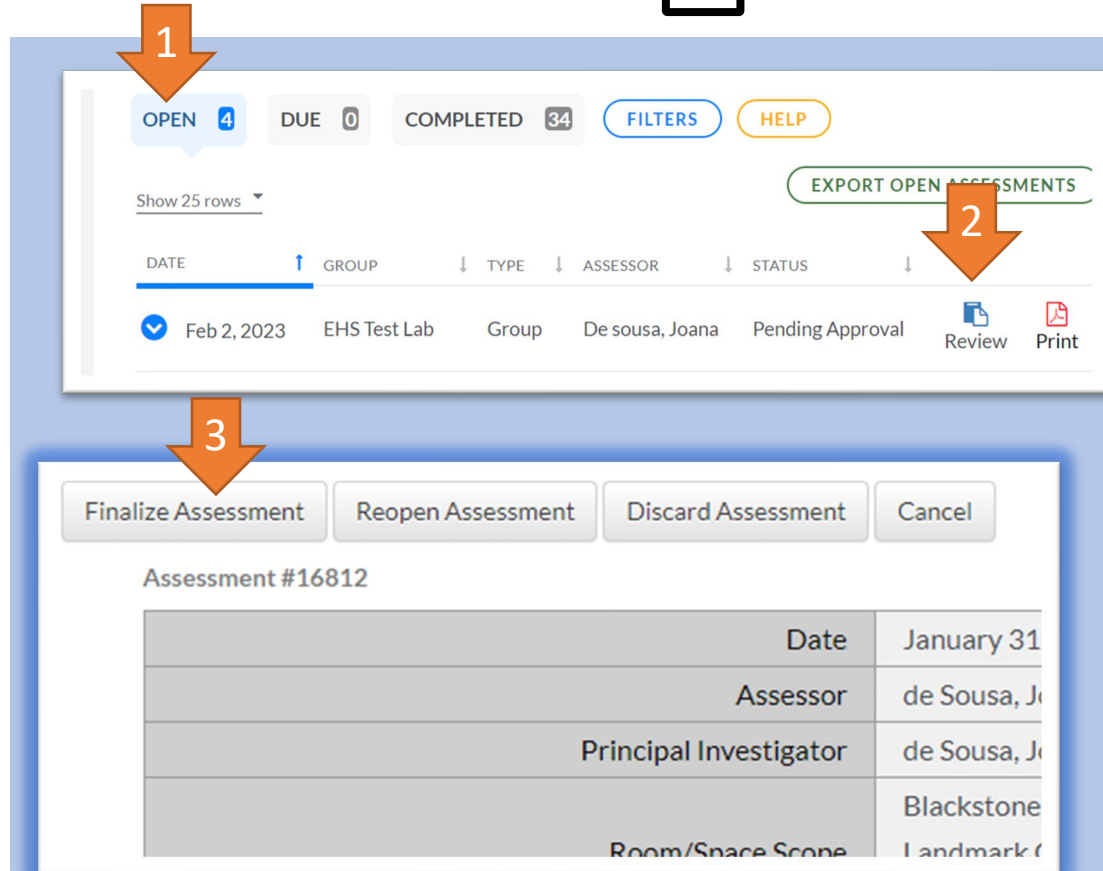
OK

SUBMIT FOR REVIEW

Alert message will appear to confirm submission and instructions for authorized PI designees to approve assessment on PI's behalf.

Approve / Finalize Assessment

- Go to PPE Assessments \ **Open** tab
 - Find Assessment
 - Select **Review** icon
 - Select **Finalize Assessment** to approve
- Other Options**
- **Reopen** – edits assessment; changes status from **Pending Approval** to **Open** (or draft)
 - **Discard** – deletes assessment
 - **Cancel** – returns to previous screen



1

2

3

OPEN 4 DUE 0 COMPLETED 34 FILTERS HELP

Show 25 rows

EXPORT OPEN ASSESSMENTS

DATE ↑ GROUP ↓ TYPE ↓ ASSESSOR ↓ STATUS ↓

Feb 2, 2023 EHS Test Lab Group De Sousa, Joana Pending Approval Review Print

Finalize Assessment Reopen Assessment Discard Assessment Cancel

Assessment #16812

Date	January 31
Assessor	de Sousa, Joana
Principal Investigator	de Sousa, Joana
Room/Space Scope	Blackstone Landmark

Update a Due Assessment



➤ Select **PPE Assessments** from left side menu

- **OPEN** tab will display as default
- **IF any**, draft assessments drafts will appear at **bottom of OPEN** page

➤ Select the **DUE** tab

➤ Find assessment
➤ Select **BEGIN** button

OPTION TO COPY

a) **copy** previous assessment as basis for new assessment

- select **copy icon button**

b) **Start New Assessment without Copying Previous Assessment**

1

2

3

4b

4a

! Assessments will show as **pending** starting **30 days** before annual due date

Continue an Open / Draft Assessment

1) Select **PPE Assessments** from left side menu

2) **OPEN** tab will display as default

3) If any, draft assessments will appear at **bottom of this page**

4) Find draft assessment
➤ Select **Continue** button

The screenshot shows the 'Assessments' page in a software application. On the left is a navigation menu with 'PPE Assessments' highlighted. The main content area has a header 'Assessments' and a 'START/UPDATE PPE ASSESSMENTS' button. Below the header are filters for 'OPEN' (3), 'DUE' (1), and 'COMPLETED' (34), along with 'FILTERS' and 'HELP' buttons. A table lists assessment entries with columns for DATE, GROUP, TYPE, ASSESSOR, STATUS, and actions. The first entry is 'Open' with a 'Continue' button. The second entry is 'Pending Approval' with a 'Print' button. A 'Show 25 rows' dropdown and an 'EXPORT OPEN ASSESSMENTS' button are also visible.

DATE	GROUP	TYPE	ASSESSOR	STATUS	ACTIONS
Jan 31, 2023	EHS Test Lab	Group	De sousa, Joana	Open	Continue, Cancel, Print
Dec 15, 2022	EHS Test Group	Group	De sousa, Joana	Pending Approval	Print