

Training Management Systems

PNNL Processes for Determining Training
Needs for Staff

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Gene Gower

Overview

- ▶ This session will show how PNNL used web technology to streamline regulatory training management.
- ▶ We will give you an overview of multiple web applications that are currently in production, their relationships and their connections to the PeopleSoft Administer Training database and much more.
- ▶ Development languages include ASP, JavaScript, Oracle stored procedures.

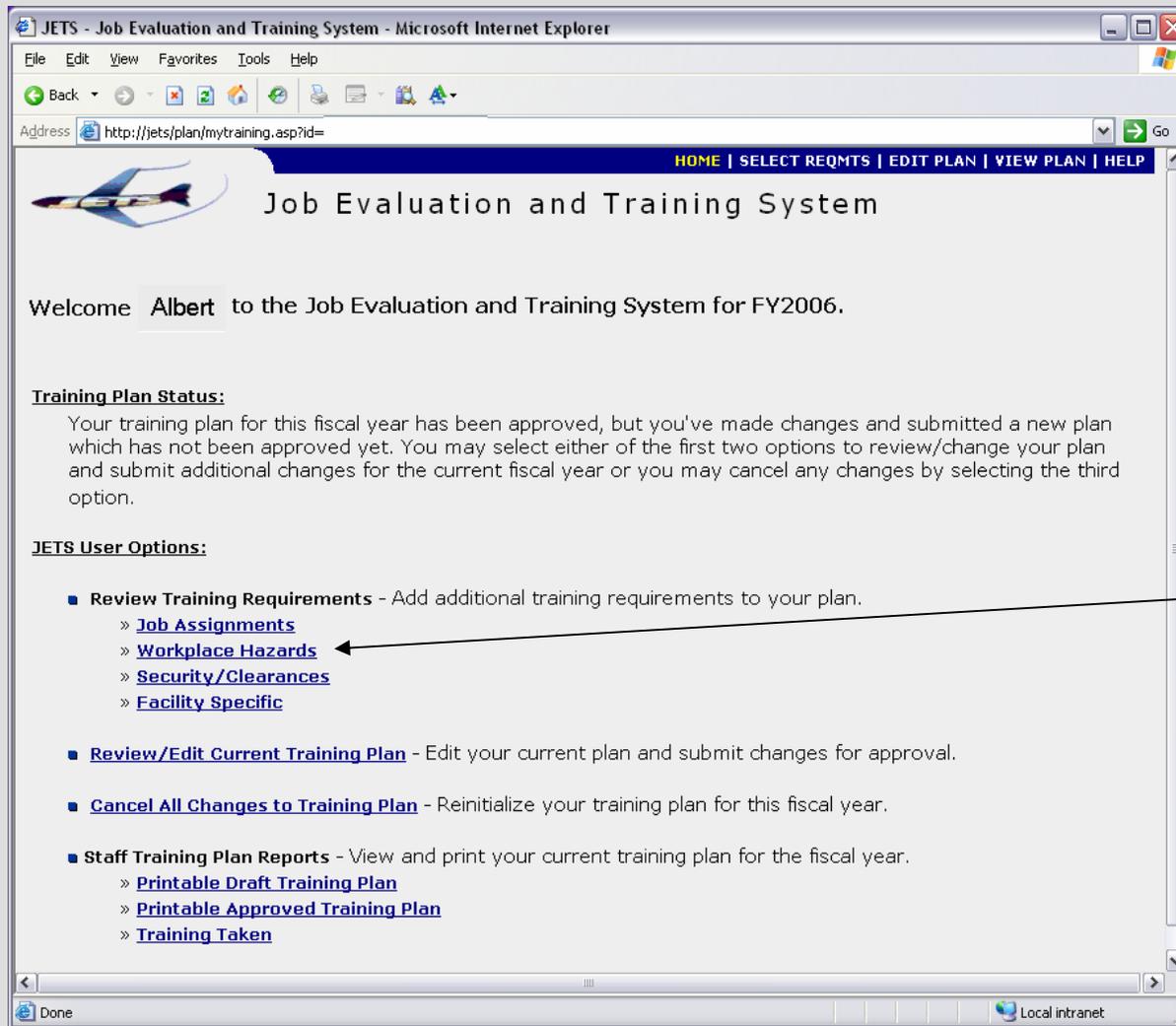
PNNL Learning Management System

- ▶ Systems to identify and manage required training.
 - JETS (Job Evaluation and Training System)
 - JETS is a custom ASP application developed to identify training requirements for staff based on training needed for a job, interaction with hazards, security clearance, or a facility.
 - PeopleSoft Administer Training
 - PNNL has customized the PeopleSoft Administer Training module of the COTS PeopleSoft HRMS product to provide training plan management and training due tracking.
- ▶ Systems to deliver required training
 - Course Content Management
 - On-Line Training
 - Reading Assignment Administration Tool

Use Case for a Scientist Requiring New Training

- ▶ We will demonstrate these systems with a use case example of “Albert the Scientist”.
- ▶ For our example, Albert has a new project that requires that he take Laser Safety Training.

JETS (Job Evaluation and Training System)



Albert will start by logging into the JETS draft training plan application.

As he is familiar with JETS, he knows to select Workplace Hazards to add the new Laser Safety Training.

JETS Training Requirements

Albert opens the select Workplace Hazards section and adds the Laser Safety Training course to his draft training plan in JETS.

The screenshot shows the JETS web application interface. The browser window title is "JETS - Job Evaluation and Training System - Microsoft Internet Explorer". The address bar shows "http://jets/plan/planning.asp?req=H&id=". The page header includes "HOME | SELECT REQMTS | EDIT PLAN | VIEW PLAN | HELP". The main content area is titled "Job Evaluation and Training System" and "Lasers Training Requirements for Albert".

On the left, there is a "Training Requirements" sidebar with a list of categories. The "Lasers" category is selected. A "Save and Continue" button is visible below the table.

Requirement	Course #	Course Title
Are you a user of Class 3b or Class 4 laser system? <input checked="" type="checkbox"/> (?) Lasers	683	Laser Safety Training

A pop-up dialog box is displayed in the foreground with a warning icon and the text: "You may need to be included in the PNNL Laser medical monitoring program. Please update your EJTA to prompt a Potential Exposure Hazard Part 1 determination." with an "OK" button.

Note the question associated with the course to help the user determine if they have selected the correct training.

A pop-up appears reminding the user that they may need to update their medical monitoring program.

When he is finished Albert will click on the View/Submit Training Plan link to complete the process.

Albert starts by clicking on the Laser category to display the courses associated with Lasers.

JETS (Job Evaluation and Training System)

JETS - Job Evaluation and Training - Microsoft Internet Explorer

Address: http://jets/edit/editplan.asp?id=3H147&loc=req

HOME | SELECT REQMTS | **EDIT PLAN** | VIEW PLAN | HELP

Job Evaluation and Training System

Edit Training for **Albert** Staff Submittal: 11/07/05

*** The following training plan has been successfully saved. A submittal is still required. ***

Delete	Course	Title & Driver(s)	Last Taken	Due Date	Req	Funding	Delivery
<input type="checkbox"/> <small>New</small>	683	Laser Safety Training Driver Hazard - Lasers	N/A	11/28/2005	Y	Overhead	Web Based
<input type="checkbox"/>	1062	PNNL Ethics and Conduct Trng Driver Organization - (D7000) PNNL	07/30/2004	07/30/2006	Y	Overhead	Web Based
<input type="checkbox"/>	1350	Security Briefing Uncleared Driver INIT - Load from Training Taken	08/10/2005	08/10/2006	Y	Overhead	Web Based
<input type="checkbox"/>	1623	Property Management Training Driver Organization - (D7000) PNNL	03/22/2004	03/22/2006	Y	Overhead	Web Based

Albert will review the courses that he has added to his JETS draft training plan and submit the revised plan.

JETS Training Coordinator Workflow page

After Albert submits his JETS training plan, his submission will show up on the JETS training coordinator workflow as a action for his TC.

The screenshot displays the JETS Training Coordinator Workflow page. The page title is 'Job Evaluation and Training System' and the user is 'Cory Rhoads'. The page is divided into two main sections: 'New Staff Submissions' and 'New Managerial Approvals'. Each section contains a table of submissions and a button to 'Approve Selected Training Plans'. The 'New Staff Submissions' table has two rows: one for Albert (Dept Id 116012, Empl Id 23456, Submit Date 11/29/2005) and one for Smith, Sue (Dept Id 122010, Empl Id 12345, Submit Date 08/08/2005). The 'New Managerial Approvals' table has three rows: one for Patrick (Dept Id 129033, Empl Id 44, Submit Date 11/07/2005), one for Lois (Dept Id 129003, Empl Id 75, Submit Date 11/21/2005), and one for Paula (Dept Id 116012, Empl Id 65, Submit Date 11/29/2005). The 'Approve Selected Training Plans' button in the 'New Staff Submissions' section is highlighted with a yellow background and has an arrow pointing to it from the text on the right.

Dept Id (Org)	AP	Empl Id	Staff Member	IOPS	Non-Stf	InActive	Submit Date
116012 (D7D15)	<input checked="" type="checkbox"/>	23456	Albert				11/29/2005
122010 (D7PA4C)	<input checked="" type="checkbox"/>	12345	Smith, Sue	X			08/08/2005

Draft Plan - All Courses Approved Draft Plan - Courses Marked for Delete

Approve Selected Training Plans

Dept Id (Org)	AP	Empl Id	Staff Member	IOPS	Non-Stf	InActive	Submit Date
129033 (D6720)		44	Patrick	X			11/07/2005
129003 (D6760)		75	Lois				11/21/2005
116012 (D7D15)	<input checked="" type="checkbox"/>	65	Paula				11/29/2005

Draft Plan - All Courses Approved Draft Plan - Courses Marked for Delete

Approve Selected Training Plans

Approved Draft Old Approved None Courses Marked Delete

When the TC approves the training for Albert in JETS, a automated process using stored procedures will load the new course into Albert's PeopleSoft Training Plan.

PeopleSoft Administer Training

Training Plan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Refresh Print Mail News RSS Feeds

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

PNL Training Plan PNL Retrain Rel

Course Find | View All First 2 of 14 Last

A.Ibert	23456	
---------	-------	--

000683 Laser Safety Training Delivery Method: Web Based

Last Taken Dt: Retrain Dt:

Driver Find | View All First 1 of 1 Last

Hazard - Lasers

Updated By: 147 Debra L 11/29/2005 2:44PM

Save Return to Search Previous tab Next tab Add Update/Display

PNL Training Plan | PNL Retrain Rel

Local intranet

PNNL has customized the PeopleSoft Administer Training product to provide the capability to manage training that has retrain requirements. One of the custom pages is the Training Plan.

When the Training Coordinator approved Albert's JETS draft plan with the new Laser Safety course, the course was automatically added to the custom PeopleSoft Training Plan table and appears on the custom Training Plan page.

User Training Record

The screenshot shows a web browser window titled "Training Course Catalog - Microsoft Internet Explorer". The page header includes "Training and Qualification" and navigation links for "Online Training", "Required Reading", "Hot off the Press!", "T&Q Newsletters", "Your Training Record", "Course Catalog", and "T&Q Home".

The main content area is titled "User Training" and includes a search bar, a form for user identification, and a table of training records.

User Identification Form:

- Name: Albert
- ID: 23456
- Org. Code: D7D15

Arrange courses by:

- Number
- Title
- Date Taken
- Retrain

Buttons: Submit, Clear, Exit, Legend

Training Record Table:

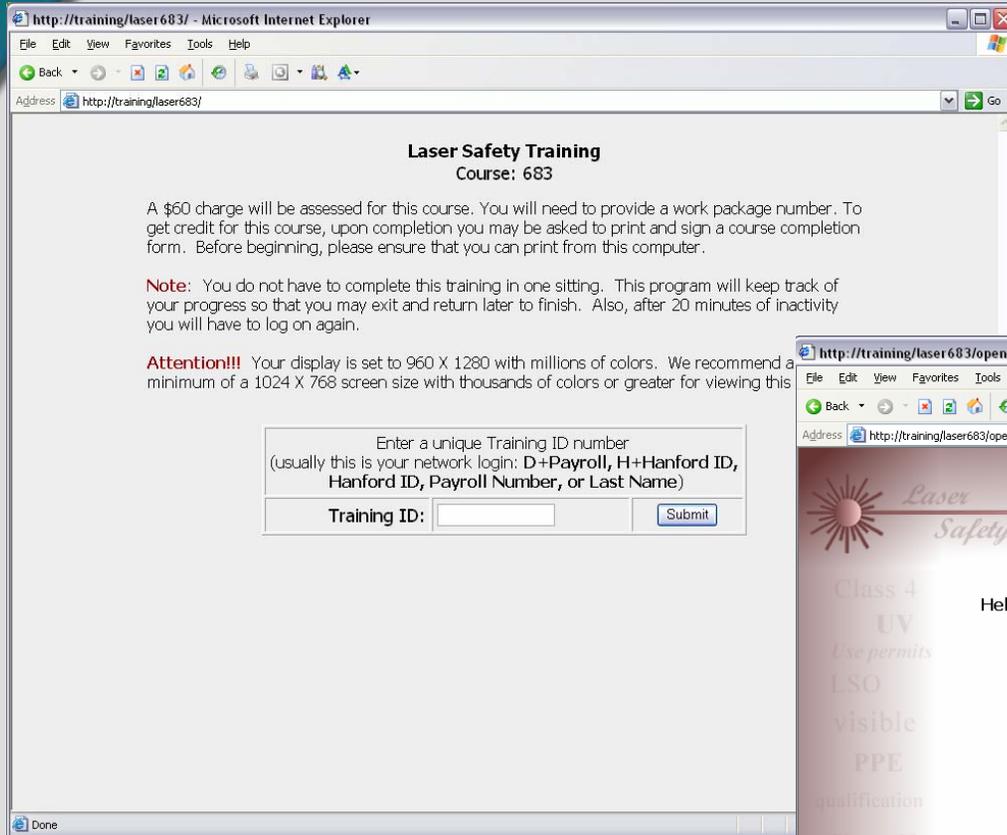
Course No.	Title	Last Taken	Retrain
000683	Laser Safety Training		
001623	Property Management Training	3/22/2004	3/22/2006
001674	Privileged AccessComputer User	4/4/2005	4/4/2006
001062	PNNL Ethics and Conduct Trng	7/30/2004	7/30/2006
001350	Security Briefing Uncleared	8/10/2005	8/10/2006
001695	Employee Time Reporting	8/15/2005	8/15/2007
002038	Staff Workplace SubstanceAbuse	7/20/2005	7/20/2008
000529	Sexual Harassment Awareness	1/18/1994	
001081	Computer Security Handbook	12/30/2002	
001450	PNNL Laboratory Orientation	12/11/2000	
001688	SSEP	6/20/2000	
001900	Business Support Services Trng	6/6/2005	
000411	General Emergency Preparedness / Rev. 1	2/27/1996	

Once the course is in Albert's PeopleSoft training plan, he can see it listed in his Training Record on the Training and Qualification website.

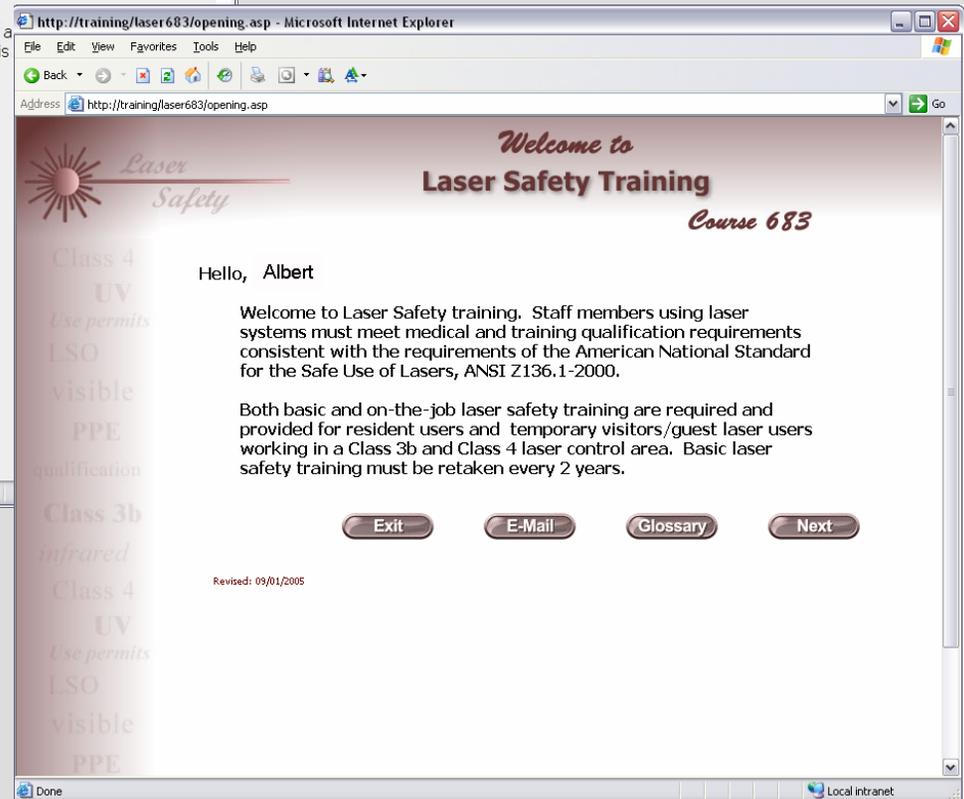
All of the training requirements in Albert's PeopleSoft training plan and any other completed training that he has taken.

If the Training is due, Albert can click on the link to go directly to the on-line course.

On-line Training

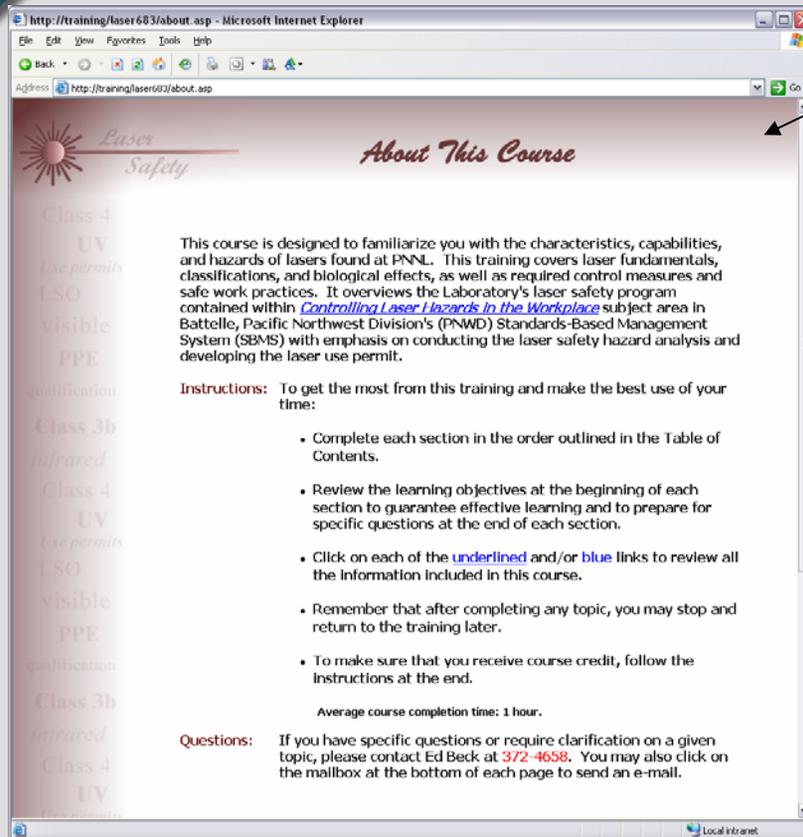


The course sign on page will appear for Albert to login to the training

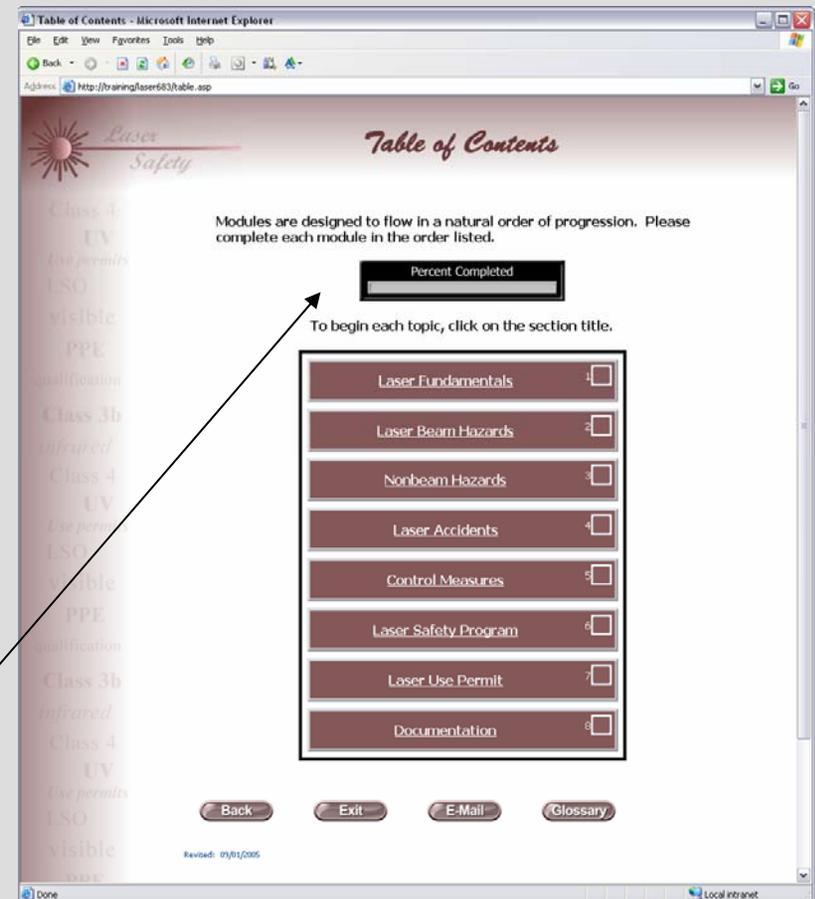


Albert's training id will be validated and the Welcome page will appear

On-line Training

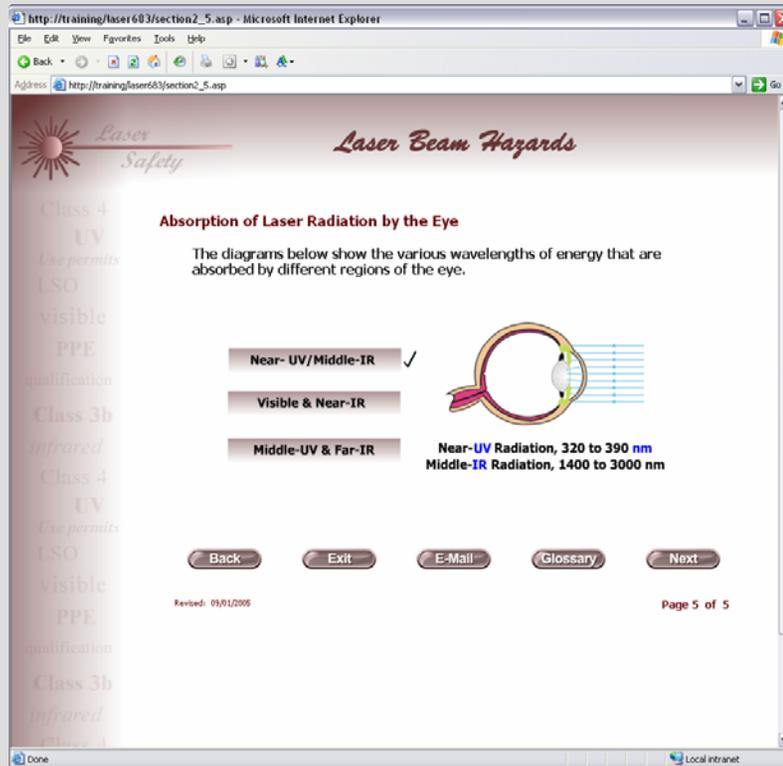


Instructions on how to proceed through the course are provided on the About This Course page.

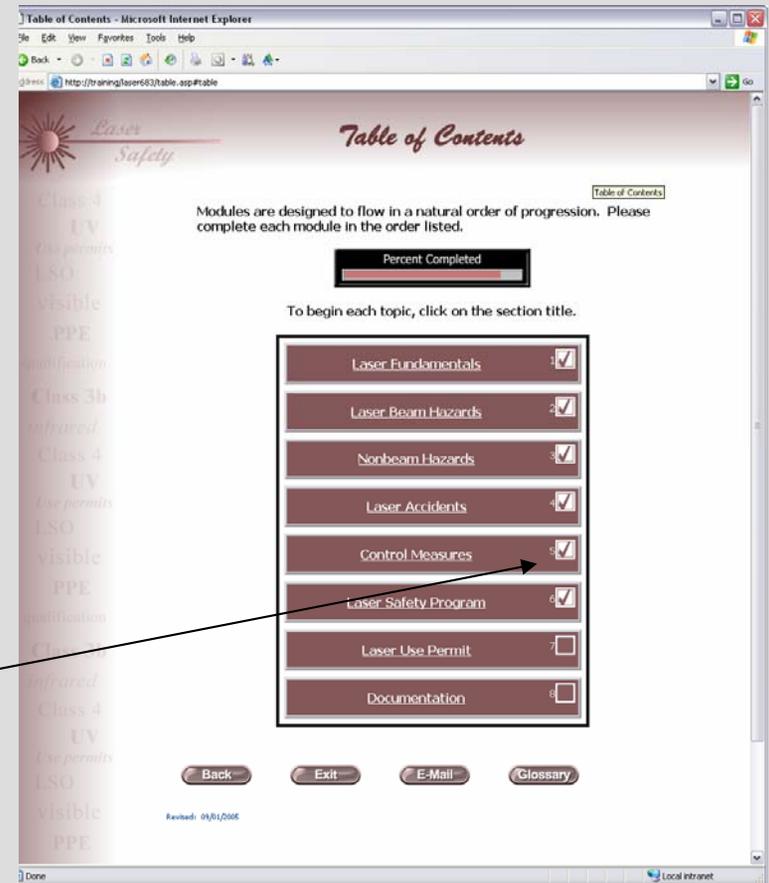


The Table of Contents page shows each section of the course and displays a percent completed status bar

On-line Training

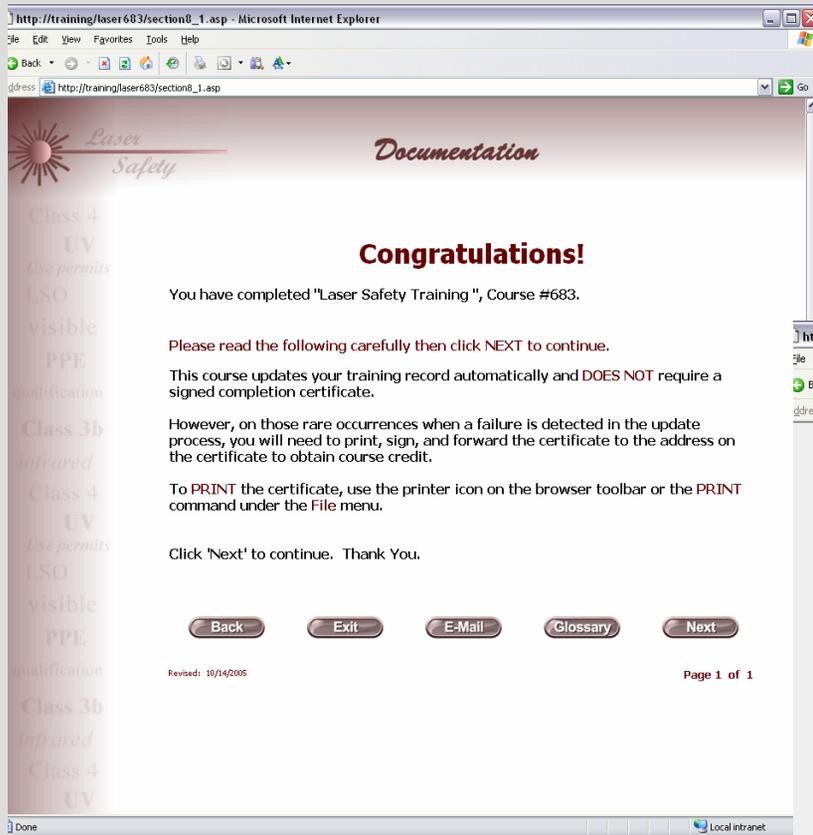


← Sample course page

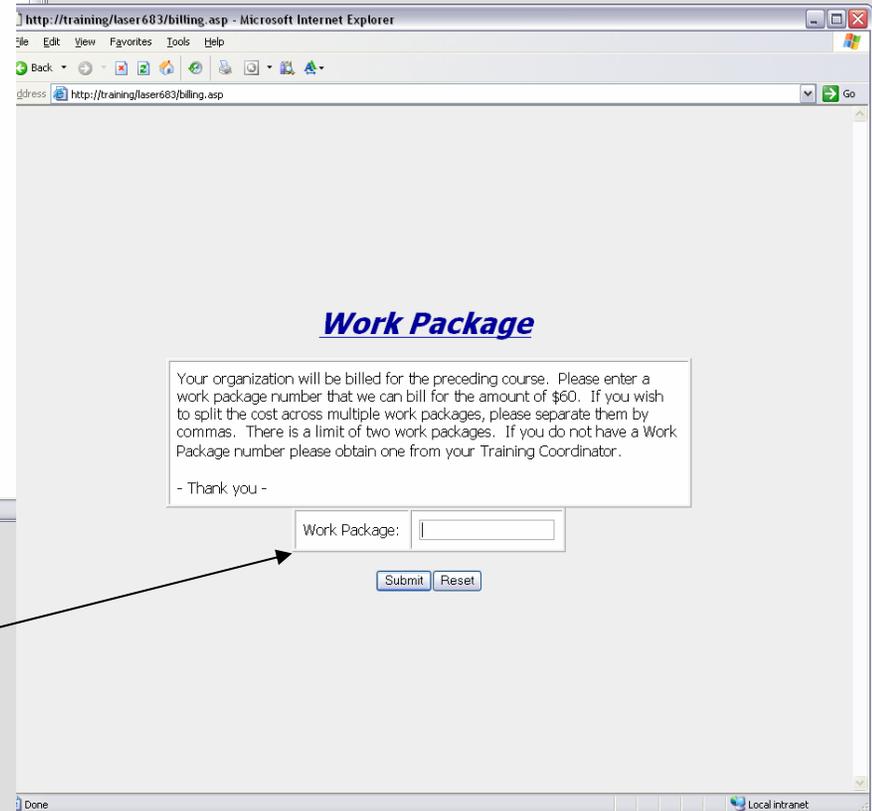


Checkmarks show which sections have been completed. The student can stop at any point and return later to the point they left.

On-line Training



When the training is completed the Documentation instructions page is displayed.



The student is instructed to enter a work package number for automated billing before credit is given for the training.

On-line Training

Laser Safety Training

Acknowledgement 23456

Name: Albert 23456
ID#: 3H147 Organization: D7D15
Date: 11/29/2005 Course Number: 683
Work Package: F105

Signature: _____

The software has successfully submitted the data into the training system.
You may print and keep a copy of this form for your records if you wish.

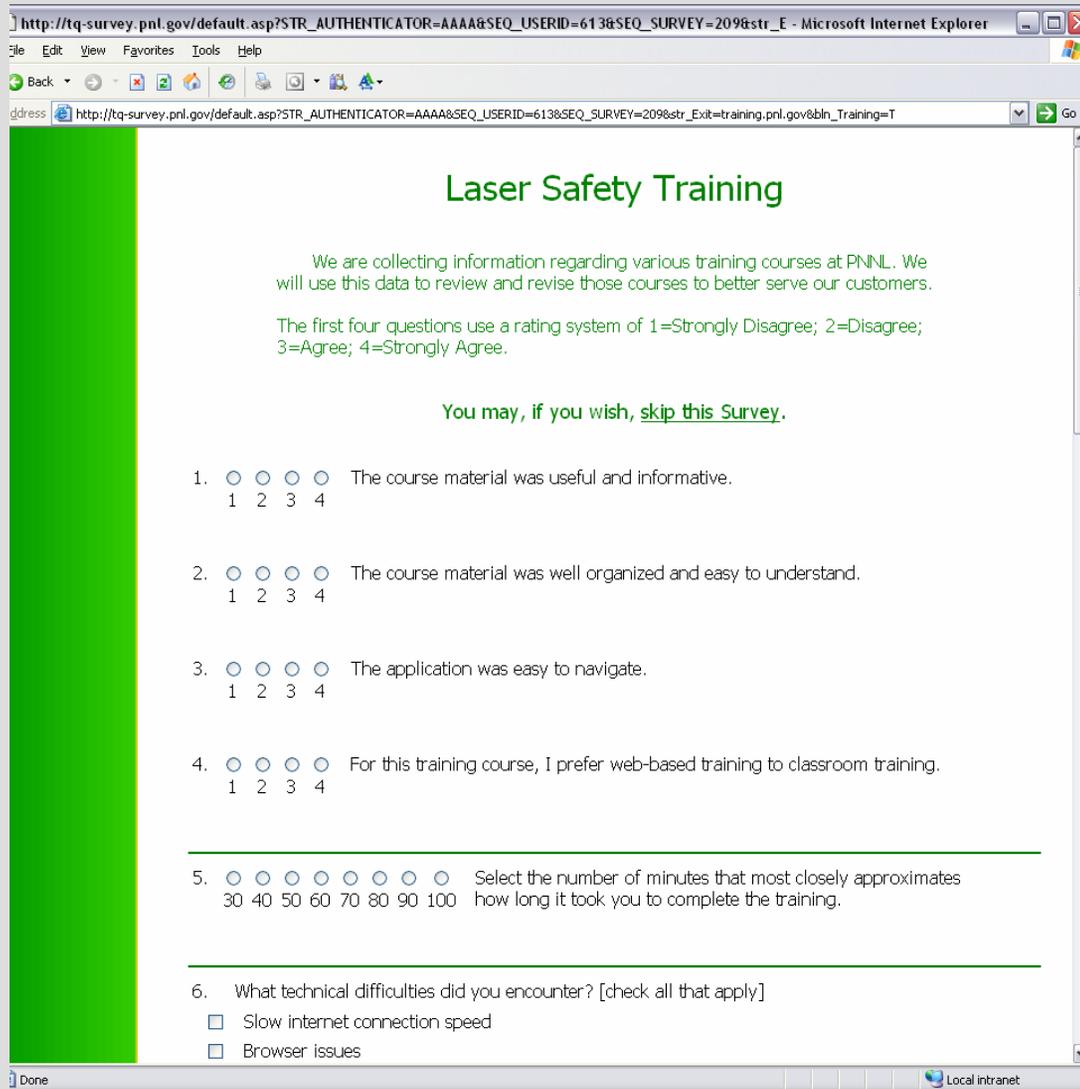
Please click:

LTC Use Only

Training Record Verified
BSC Ticket Verified
WP # Verified
Ticket #:

The On-Line Training Acknowledgement Form displays verification that the training record was successfully recorded.

Course Feedback



http://tq-survey.pnl.gov/default.asp?STR_AUTHENTICATOR=AAAA&SEQ_USERID=613&SEQ_SURVEY=209&str_E - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search

Address http://tq-survey.pnl.gov/default.asp?STR_AUTHENTICATOR=AAAA&SEQ_USERID=613&SEQ_SURVEY=209&str_Exit=training.pnl.gov&bln_Training=T Go

Laser Safety Training

We are collecting information regarding various training courses at PNNL. We will use this data to review and revise those courses to better serve our customers.

The first four questions use a rating system of 1=Strongly Disagree; 2=Disagree; 3=Agree; 4=Strongly Agree.

You may, if you wish, [skip this Survey](#).

- The course material was useful and informative.
1 2 3 4
- The course material was well organized and easy to understand.
1 2 3 4
- The application was easy to navigate.
1 2 3 4
- For this training course, I prefer web-based training to classroom training.
1 2 3 4

5. Select the number of minutes that most closely approximates how long it took you to complete the training.
30 40 50 60 70 80 90 100

6. What technical difficulties did you encounter? [check all that apply]

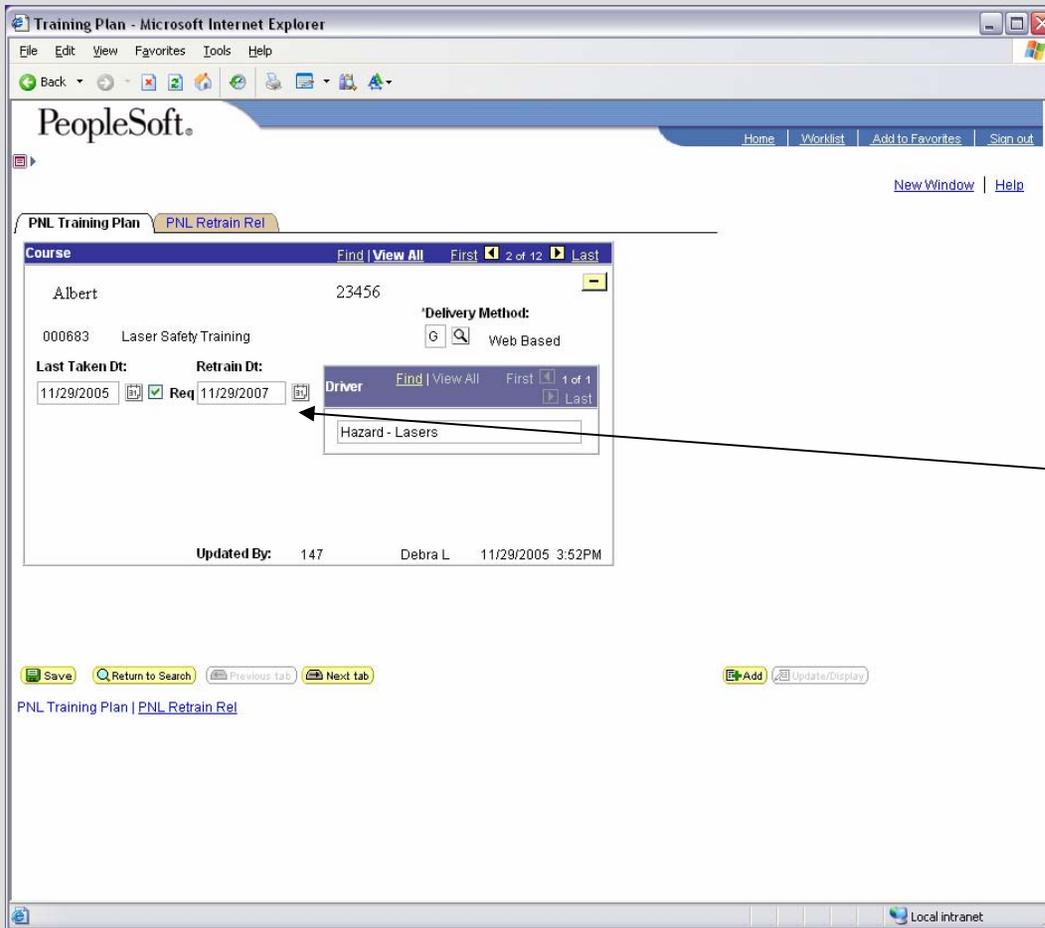
- Slow internet connection speed
- Browser issues

Done Local intranet

After a staff member completes the course, we provide a mechanism to allow them to give feedback on the material.

This custom survey tool allows Training and Qualifications to make improvements based on real time observations.

Training Completed



Albert has completed the online Laser Safety class, the training record will be processed into the PeopleSoft production database automatically with batchrun jobs that run every hour.

The process will also calculate the next training due date and update Albert's training plan for the course based on the training interval that is setup in the PeopleSoft course table.

The training interval for a course is a PNNL customization in PeopleSoft.

User Training Record

The screenshot shows a web browser window titled "Training Course Catalog - Microsoft Internet Explorer". The page has a header with the "T&Q Training and Qualification" logo and navigation links: "Online Training", "Required Reading", "Hot off the Press!", "T&Q Newsletters", "Your Training Record", "Course Catalog", and "T&Q Home".

The main content area is titled "User Training" and includes a search bar, a "View Visitor Badges" link, and a form with the following fields:

- Name: Albert
- ID: 23456
- Org. Code: D7D15

Below the form, there are radio buttons for "Arrange courses by:" with options: Number, Title, Date Taken, and Retrain (which is selected). There are also buttons for "Submit", "Clear", "Exit", and "Legend".

The training records are displayed in a table, sorted by retrain date:

Course No.	Title	Last Taken	Retrain
001623	Property Management Training	3/22/2004	3/22/2006
001674	Privileged AccessComputer User	4/4/2005	4/4/2006
001062	PNNL Ethics and Conduct Trng	7/30/2004	7/30/2006
001350	Security Briefing Uncleared	8/10/2005	8/10/2006
001695	Employee Time Reporting	8/15/2005	8/15/2007
000683	Laser Safety Training	11/29/2005	11/29/2007
002038	Staff Workplace SubstanceAbuse	7/20/2005	7/20/2008
000529	Sexual Harassment Awareness	1/18/1994	
001081	Computer Security Handbook	12/30/2002	
001450	PNNL Laboratory Orientation	12/11/2000	
001688	SSEP	6/20/2000	

The User Training Record for Albert will also show that the Laser Training has been completed and display the new retrain date.

The records are displayed in order of retrain date.

PeopleSoft Customizations

Course: 000683 Laser Safety Training SAF-IS-003A

Course Category: Industrial Safety Course Catalog

Revision Number: 3.000 Retrain: 2.0 Retrain Interval: Years

Renewal Course: Time: 0 Renewal Interval: Years

Course Title Long: Laser Safety Training

Technical Contact ID: 3K637 Beck, Edward D

Schedule Contact ID: 3C355 Rhoads, Corinne D

Target Audience: This course is required for staff and non-staff (temporary visitors/guest laser users) working as users of Class 3b and/or Class 4 laser systems.

Last Update: 11/13/05 10:43AM Updated By: 3C355 Rhoads, Corinne D

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

Course Profile | Pnl Ext Crs Tbl | Pnl Crs Doc Tbl | Pnl Crs Dlv Med | Required Instr Comps/Accomps | Prereqs, Goals | Equipment | Catalog | Description

PNNL has customized the PeopleSoft delivered course table to add the following capabilities:

The ability to assign a retrain time and interval for a course. For example, for the laser course, the retrain time is 2 and the interval is years. The course is required every 2 years.

The ability to assign a renewal course that is related to an initial course. Also, the ability to have a renewal time and interval for the renewal course.

More PeopleSoft customizations

The screenshot shows a web browser window titled 'Courses - Microsoft Internet Explorer'. The page header includes the PeopleSoft logo and navigation links: Home, Worklist, Add to Favorites, Sign out. Below the header are tabs for Course Profile, Pnl Ext Crs Tbl, Pnl Crs Doc Tbl, Pnl Crs Div Med, Required Instr Comps/Accomps, and Prereqs,Goals. A search box contains 'Course: 000683 Laser Safety Training'. The main content area is a table with columns for Delivery Method, Course Delivery Status, Duration Time, Duration Interval, and Cost Per Student. The table lists three delivery methods: Challenge, Computer, and Web Based. Each row has expand/collapse buttons (+/-). At the bottom, there are buttons for Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, and Correct History. A footer navigation bar contains links for Course Profile, Pnl Ext Crs Tbl, Pnl Crs Doc Tbl, Pnl Crs Div Med, Required Instr Comps/Accomps, Prereqs,Goals, Equipment, Catalog, and Description. The status bar at the bottom indicates 'Local intranet'.

Delivery Method	Course Delivery Status	Duration Time	Duration Interval	Cost Per Student
Challenge	Inactive	1.5	Hours	\$100.000
Computer	Inactive	2.5	Hours	\$120.000
Web Based	Active	0.8	Hours	\$60.000

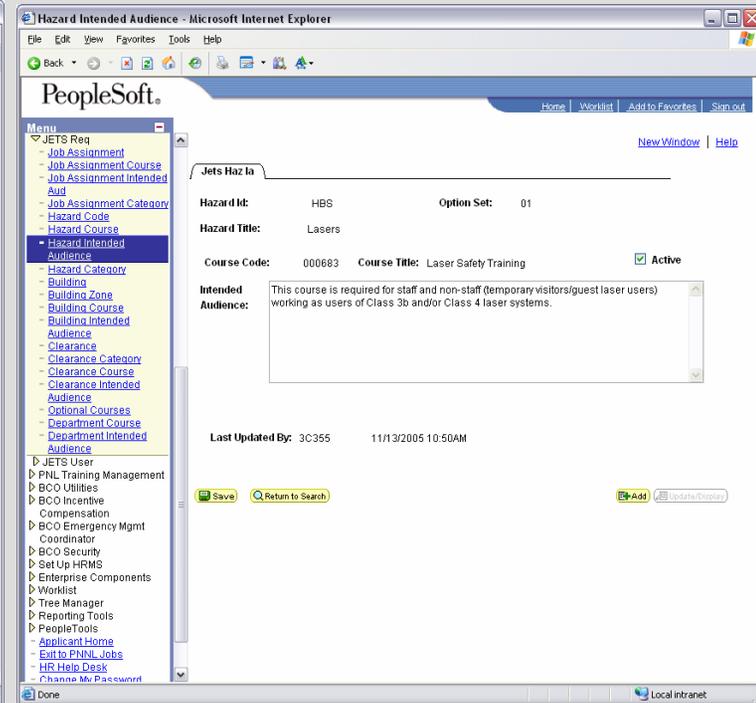
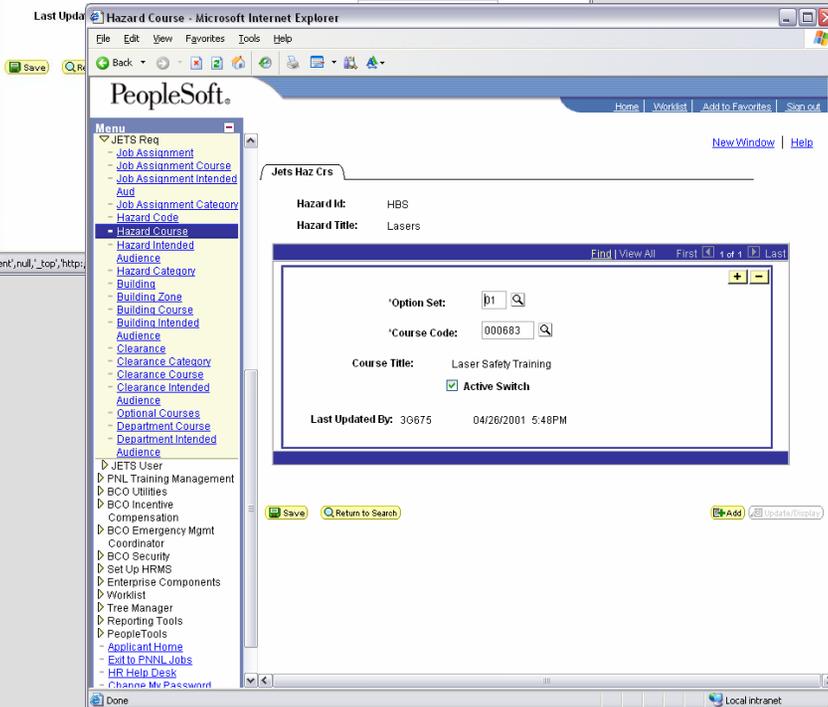
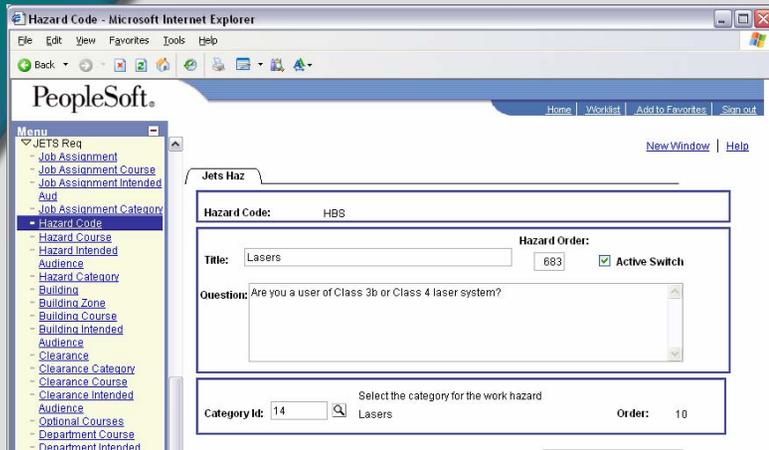
PNNL also had a requirement to have multiple delivery methods and costs for a course.

This customization allows us to track the different time and cost for each method of course delivery.

JETS Content Management

All of the courses, course questions, titles, and categories in JETS are managed through about 25 tables.

The background tables for JETS are managed through custom PeopleSoft pages.



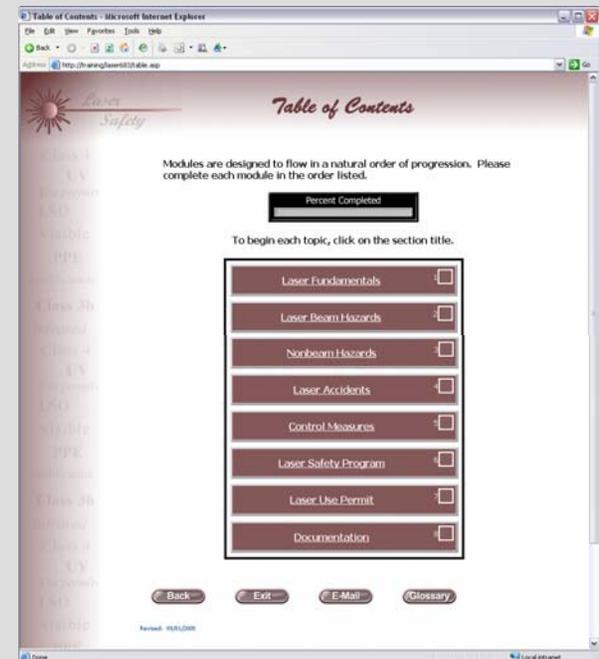


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Training Template

- ▶ Store student progress through course
- ▶ Which questions were answered right
- ▶ Which questions were answered wrong

- ▶ Quizzes are randomly generated from the available pool of questions.
- ▶ Answers are at times displayed in random order.



Other Custom Software

- ▶ Training and Qualifications also has created other custom software to fill in gaps in their Learning Management System.
- ▶ These additional tools have been developed using ASP, JavaScript, Oracle, and SQL Server.
 - Course Administration
 - Reading Assignment Administration

Course Admin

- ▶ Allows Training and Qualifications to maintain the location, and disposition of the training courses.
- ▶ Used to build the Online Training course catalog.
- ▶ Used to maintain Quiz Questions and Answers.

On-Line Training - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back



Training and Qualification

[Online Training](#) | [Required Reading](#) | [Hot off the Press!](#) | [T&Q Newsletters](#)
[Your Training Record](#) | [Course Catalog](#) | [T&Q Home](#)

Online Training

Go To...

Occupational Safety Courses
Radiological Safety Courses
Security Related Courses
Other Courses
Study Guides
Tutorials
Administrative Tools

Occupational Safety Courses [Top of Page](#)

Course Title	Course #
325 Building Emergency Alarms This is a required training assignment for all 325 Building resident staff requiring unescorted access and proximity card access.	1603
Laser Safety Training	683

Radiological Safety Courses [Top of Page](#)

Course Title	Course #

Done Local intranet

Course Admin

To Production Server. Current Server: tqdb.test.irm

Course:

[Home](#)

[Reload](#)

Course Information		(Ye Olde Style) Show Printable List
<input type="checkbox"/> Course	683	Course Description - Short Description of the course that appears on the Online Training page and the "Coming Soon" section of the What's New page. If this field is blank the <u>course</u> will not be shown on the "What's New" page. <input type="text" value="Enter Text Here"/>
<input type="checkbox"/> Course Name	<input type="text" value="Laser Safety Training"/>	
<input type="checkbox"/> Section	<input type="text" value="Occupational Safety Courses"/>	
<input type="checkbox"/> Delivery	<input type="text" value="Web Based"/>	
<input type="checkbox"/> Date Published	<input type="text" value="1/29/2004"/>	
<input type="checkbox"/> Date Created	<input type="text" value="5/1/1986"/>	
<input type="checkbox"/> Date Revised	<input type="text" value="1/29/2004"/>	
<input type="checkbox"/> Revision #	<input type="text" value="2"/>	
	<input type="checkbox"/> Coming Soon <input checked="" type="checkbox"/> Listed <input checked="" type="checkbox"/> Outside Firewall <input checked="" type="checkbox"/> Inside Firewall <input checked="" type="checkbox"/> Tuition <input checked="" type="checkbox"/> Electronic Only <input type="checkbox"/> Digital ID Signature <input checked="" type="checkbox"/> Flash Needed <input type="checkbox"/> Do Not Update Training Record (i.e., A Practical is required) <input type="checkbox"/> Reading Assignment	
	<input type="checkbox"/> Multiple Courses <input type="text" value="Enter Text Here"/> <input type="checkbox"/> Course Label <input type="text" value="Enter Text Here"/>	
<input type="checkbox"/> E-mail	<input type="text" value="Enter Text Here"/>	Long Course Description - Long Description of the course that appears on the "What's New" page. If this field is blank the <u>course</u> will not be shown on the "What's New" page. <input type="text" value="This course is required bi-annually for users and supervisors of users of Class 3b and/or Class 4 laser"/>
<input type="checkbox"/> E-mail CC	<input type="text" value="Enter Text Here"/>	
<input type="checkbox"/> Course URL	<input type="text" value="laser683/"/>	
<input type="checkbox"/> Max Quiz Failure	<input type="text" value="0"/>	
<input type="checkbox"/> ...	<input type="text" value="Enter Text Here"/>	
		Synopsis - Description that appears on the Online Training page if this is not blank. Otherwise only the course number and title will be visible. <input type="text" value="Enter Text Here"/>

Table of Contents - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Refresh Print

Address http://training/laser683/table.asp Go



Laser Safety

Table of Contents

Modules are designed to flow in a natural order of progression. Please complete each module in the order listed.

Percent Completed

To begin each topic, click on the section title.

Laser Fundamentals	1	<input type="checkbox"/>
Laser Beam Hazards	2	<input type="checkbox"/>
Nonbeam Hazards	3	<input type="checkbox"/>
Laser Accidents	4	<input type="checkbox"/>
Control Measures	5	<input type="checkbox"/>
Laser Safety Program	6	<input type="checkbox"/>
Laser Use Permit	7	<input type="checkbox"/>
Documentation	8	<input type="checkbox"/>

Back Exit E-Mail Glossary

Revised: 09/01/2005

Done Local intranet

Course Admin

To Production Server. Current Server: tqdb.test.irm

Duplicate Quiz Within Course

Course: (683) Laser Fundamentals

[Top](#)

[Reload](#)

Section 1	
Title:	Laser Fundamentals <input type="checkbox"/> Challenge
Reading Assignment:	<input type="checkbox"/>
Quiz Title:	Laser Fundamentals
Done URL:	table.asp#table
<input type="checkbox"/> Quiz for this section is optional	
<input type="checkbox"/> If User gets the answer wrong go to the next question	
<input type="checkbox"/> If User gets the answer wrong show the right answer	
<input checked="" type="checkbox"/> Ask questions in random order	
<input type="checkbox"/> Do not show this item until previous sections are complete.	
Number to Ask:	3
Number to Pass Quiz:	3
Quiz Failure Mask:	
Pool/Learning Objective:	Pool #1 Pool #2 Pool #3 New Pool

Update

Submit

Reset

Course Admin

To Production Server. Current Server: tqdb.test.irm

Course: (683) Laser Safety Training

[Top](#)

[Up](#)

[Reload](#)

Section 1 « « ◼ ▶ ▶ *	
Pool 1 « « ◼ ▶ ▶ *	
Question 1 « « ◼ ▶ ▶ *	
? Question Text:	Three properties of laser light are coherence, directionality, and
? Review URL:	section1_5.asp
? Correct Response:	Yes, you are correct.
? Incorrect Response:	Sorry, please review and try again.
? Style:	Multiple Choice / True-False ▾
? Random Order:	<input checked="" type="checkbox"/>
? Question Available:	<input checked="" type="checkbox"/>
Answer:	a. permeability b. diffuse c. monochromaticity d. consistency e. New Answer

Update ▾ Submit Reset

Course Admin

To Production Server. Current Server: tqdb.test.irm

Course: (683) Laser Safety Training

[Top](#)

[Up](#)

[Reload](#)

Section 1 « « ■ ▶ ▶ ▶ *	
Pool 1 « « ■ ▶ ▶ ▶ *	
Question 1 « « ■ ▶ ▶ ▶ *	
Answer 3 « « ■ ▶ ▶ ▶ *	
? Answer:	monochromaticity
? Correct Answer:	<input checked="" type="checkbox"/>
Update ▼	Submit
Reset	



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Reading Assignment Admin

- ▶ This web based tool took an enormous amount of work out of the system. Over 20,000 instances of readings are now recorded automatically into the PeopleSoft Administer Training database through the use of this tool.
- ▶ Allows Training Coordinators and PNNL Project Administrators the ability to assign and track required reading assignments.
- ▶ Automatically submits the completed reading record.

Reading Assignment Admin

Library Tools

Tools

- [7 Home](#)
 - [1 Library](#)
 - [2 Bookshelf](#)
 - [3 Groups](#)
 - [4 Distribution](#)
 - [5 Reporting Tools](#)
 - [7 User Tools](#)
 - [7 MOTD Tools](#)
 - [7 User Feedback](#)
 - [7 Training Home](#)
- Version 1.4

List Documents in Library

Add
List

Owner Filter:

Bookshelf Filter:

Project Filter:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Del	Title	Rev	Ext	Size	Date	Done/Sent
/	34 Themes	0 [ICN]	PDF	25.66 Kb	2/28/2005	2/2 (100%)
<input type="checkbox"/>	34 Themes	1 [ICN]	copy	n/a	2/25/2005	1/1 (100%)
<input type="checkbox"/>	Bioassay Sched. Sup. Overview	0 [ICN]	PPS	1.37 Mb	9/10/2004	92/96 (95.8%)
<input type="checkbox"/>	Bioassay Scheduling Overview	0 [ICN]	PPS	988.5 Kb	9/10/2004	424/425 (99.8%)
<input type="checkbox"/>	fake doc	2 [ICN]	copy	n/a	8/31/2005	0/0 (0%)
<input type="checkbox"/>	Hard to Detect Radionuclides	0 [ICN]	PDF	9.69 Kb	7/27/2005	1125/1158 (97.2%)
<input type="checkbox"/>	LOTO Bulletin 2005-01	0 [ICN]	DOC	29 Kb	3/9/2005	286/293 (97.6%)
<input type="checkbox"/>	Standards for Editors	0 [ICN]	DOC	141.5 Kb	9/2/2004	2/2 (100%)
<input type="checkbox"/>	Visitor Form Instructions	0 [ICN]	DOC	122 Kb	10/29/2004	7/7 (100%)
<input type="checkbox"/>	Water Lillies	0 [ICN]	JPG	81.83 Kb	11/15/2005	0/0 (0%)

Reading Assignment Admin

Send Reading Assignment

Tools

- [? Home](#)
- [1 Library](#)
- [2 Bookshelf](#)
- [3 Groups](#)
- [4 Distribution](#)
- [5 Reporting Tools](#)
- [? User Tools](#)
- [? MOTD Tools](#)
- [? User Feedback](#)
- [? Training Home](#)

Version 1.4

Electronic Mail

Load E-mail Addresses From Existing Task/Group:

Add Single E-mail Address by Last Name, Payroll Number, or Hanford ID:

Add Group of Names (Last, First) *(one name per row, or use semi-colons):*

Add PNNL Organization:

Include sub-groups.

Reading Assignment Admin

Reporting Tools

Tools

- Home
- 1 Library
- 2 Bookshelf
- 3 Groups
- 4 Distribution
- 5 Reporting Tools
- User Tools
- MOTD Tools
- User Feedback
- Training Home

Version 1.4

Past Due Report

Only Mine

? (filter by Project or Line Manager - optional)

? (filter by Document Title - optional)

? (filter by Group Name - optional)

? (filter by Project Number - optional)

1 Past Due: 12/04/2005



Display

2 Remind	Name	Org. Code	Due	Last Reminded
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- Assignments Pending
- Completed Readings
- People Assigned Reading
- Reading Assignments Sent

Reading Assignments

User Training

[View Visitor Badges](#)

Name:	ALBERT
ID:	23456
Org. Code:	

Arrange courses by:

Number
 Title
 Date Taken
 Retrain

Course No.	Title	Last Taken	Retrain
	Reading Assignments		
■ 001623	Property Management Training	3/22/2004	3/22/2006
■ 001674	Privileged AccessComputer User	4/4/2005	4/4/2006
■ 001062	PNNL Ethics and Conduct Trng	7/30/2004	7/30/2006
■ 001350	Security Briefing Uncleared	8/10/2005	8/10/2006
■ 001695	Employee Time Reporting	8/15/2005	8/15/2007
■ 000683	Laser Safety Training	11/29/2005	11/29/2007

Reading Assignments

Reading Assignments

Due

[Laser Subject Area Revision / Rev. 0](#) / 35 Kb ([Woodruff, KH](#)) 12/09/2005

[Completed Readings Report](#)

Click the document titles to view each document, click the names to send an electronic mail to the originator. Dates in **red** are past due.

Reading Assignments

Problems?

Final Showing Markup

1 2 3 4 5 6 7

TO ALL LASER USERS, CSMS

The “[Controlling Laser Hazards in the Workplace](#)” subject area in SBMS has been revised. This revision implements changes in response to concerns with laser accidents at several DOE sites (see [Special Operations Report: Laser Safety](#)).

The revised subject area was completed by Worker Safety and Health with significant input from your PNNL Laser Safety Committee. Any questions should be directed to the PNNL [LSO](#).

IMPORTANT changes include:

- In addition to reading the laser use permit (LUP); all Class 3B and 4 laser users must demonstrate hands-on proficiency with their specific laser operation(s). A Laser Operational Checklist has been developed that must be completed by the laser user and verified by the laser operator.
- The laser operator is the individual responsible for the laser. The “user” uses the laser under the guidance of the operator (see SBMS Subject Area [Definitions](#)).
- Users of all Class 3B and 4 lasers are encouraged to complete the checklist in a timely manner. At a minimum, users are expected to have completed the checklist by the time their present LUP is scheduled for the biannual review and renewal by the LSO. The checklists are accessed through your assigned Laser Use Permits (LUP) as identified on your [IOPS Training Matrix](#). Open each of your LUPs, review the contents as you scroll to the bottom where you will find the link to the Laser Operation Checklist associated with that LUP. Instructions for completing the checklist are included at the top of each checklist. You are expected to complete a checklist for each laser system you use.

In conjunction with the LUP renewal, the LSO and a member of the LSC may schedule a visit to the laboratory.

- All new users shall complete the checklist prior to operating any PNNL 3B or 4

Reading Assignments

Reading Assignment Completion Form



Document Title: **Laser Subject Area Revision**

Revision: **0**

ID#: 23456

Hanford ID#: 1234567

Name: Albert

Date: 12/5/2005

The software has successfully submitted the data into the training system. You may print and keep a copy of this form for your records if you wish.

In order to conserve resources, please **do not** forward to Lab Training.

Other Systems Used at PNNL

- ▶ IOPS (Integrated Operations System)
 - IOPS was developed to assist PNNL staff and facility users to:
 - establish and communicate safe laboratory practices
 - identify and control workspace hazards
 - identify and obtain appropriate training
 - control access to workspaces for an efficient and productive laboratory.

Other Systems Used in Training and Qualifications

▶ Exam Administration

- Derivative of the Course Admin idea
- Allows for proctored exams
- Facilitates the completion of classroom training

▶ Survey Administration

- Web-based survey tool to capture Level 1 feedback for each training application.

Final Thoughts

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