MyPath is only for University employees (this includes graduate students). All undergraduate students and visiting staff working in research laboratories must take the EH&S Lab Safety Training through Blackboard. Please ensure that your system’s Adobe Flash Player and Java Scripts are current and up to date.

There are three courses to choose from in MyPath:
- EHS Laboratory Safety Training Standard Chemical 2016
- EHS Laboratory Safety Training Chemical/Biological 2016
- EHS Laboratory Safety Training Chemical/Biological/Animal 2016

You will be prompted to provide your MyPath username and password to enroll into the course. This is the same ID and password you use to enter HRMS. Once in MyPath, click the blue View Details Tab to launch the first lesson. You will have to complete all the lessons listed in order to successfully complete the course. A checkmark will appear on the top-right corner of the lesson icon when the lesson has been completed. You **MUST** complete the last step “EHS Lab Safety Your Lab Must 2016” in order for the training to show “COMPLETE” on your transcript.

Please choose the course that most accurately describes the materials you handle within your duties. If you are unsure of the course to take, ask your Principle Investigator or Supervisor. All three courses include Bloodborne Pathogen Training. Most Clinical Labs will take the Standard Chemical module, excluding Clinical Microbiology staff who will take the Chemical/Biological module. You can always search for any of these courses in MyPath in the upper right corner of the main page.

**General Instructions for Self-Enrolling into MyPath Courses**

The step-by-step process for staff, faculty and graduate students to self-enroll in MyPath is:
- Log into MyPath [https://mypath.rochester.edu](https://mypath.rochester.edu)
- In the upper-right hand search box, type in part of the course name (for example “EH&S, Laboratory Safety Training”, 2016 Laser Safety Training”. Etc.)
- You will see a list of training modules. Pick the desired course.
- Click the blue “Request” Box to enroll in the course.
- The course has now been added to your “Learning Transcript”.
- Click the “Open Curriculum” drop-down to start the module.
- Click the “View Details”.
- The lessons (if more than one) will be listed, click “Launch” to start.
- If there are multiple lessons, you will need to complete all the lessons listed to successfully complete the course. A checkmark will appear on the top-right corner of the lesson icon once the lesson is completed.

If there are any technical issues regarding MyPath courses, contact the MyPath Support Group at [mypathsupport@rochester.edu](mailto:mypathsupport@rochester.edu).

**VIVARIUM REMINDER**

Research personnel using any agent identified in a UCAR Protocol Review as a Hazardous Substances must notify the Vivarium at least two (2) weeks before using that agent for the first time or in a new space so they can adequately prepare housing and care for your animals.

For further information about EH&S, visit us at: [https://www.safety.rochester.edu/](https://www.safety.rochester.edu/)

For further information about the Laboratory Safety Unit, visit us at: [https://www.safety.rochester.edu/homepages/labsaf/home.html](https://www.safety.rochester.edu/homepages/labsaf/home.html)
The Laboratory Safety Unit would like to strive for zero incidents and accident free days in labs for 2016. The following table lists the breakdown of the incidents into general categories for the 52 incidents reported for our laboratory and Vivarium staff for 2015.

This simplistic table does not take into account the potential severity of the incidents. For example, some incidents report an injury with a sharp but doesn’t state whether the sharp was new/uncontaminated. Incidents occurring where high hazard biological/chemical agents are used increases the risk of adverse outcomes. For some incidents, having both a cut/bite and a potential biological/body fluid exposure, were listed in both categories in the above table.

None of the incidents resulted in a hospitalization. However, 7 incidents can be considered serious because they included cuts/exposures with human blood or with potentially infectious animals. Extreme vigilance must be maintained at all times when working with higher hazard agents. Although EH&S implemented the Near Miss Reporting System in 2015, none were reported for lab locations.

As always, be aware of your actions and your laboratory environment. Extra precautions should always be taken when working with sharps, animals and/or hazardous agents. For more information on minimizing hazards, contact your supervisor, DLAM, your laboratory inspector, or visit our website at www.safety.rochester.edu.

### Chemical Labels Using GHS

We are often asked how to label secondary and lab prepared solution containers. All secondary containers (transfer from the original containers or those solutions made in the lab) require the Globally Harmonized System (GHS) symbol, the chemical name, the concentration, and hazard information.

Labeling chemical containers is easy. There are several University approved vendors - including Fisher Scientific and RR Donnelley (United Ad Label) - that sell labels that meet the GHS requirements. Many of you may already use Donnelley’s custompoint.com to place your label orders.

RR Donnelley is a resource whether you need standard or custom labels. For example, use item # ULBH238 for 10% formalin containers. Need a label for a variety of solutions? Use items ULGH1301 or ULGH1302. found on page 102 of their 2016 catalog. Need a custom label? Call them at 585-249-7710.

Please visit us at www.safety.rochester.edu
CHEMATIX REMINDERS

Chematix User Instructions can be found at:
http://www.safety.rochester.edu/labsafety/chematix/instructions.html

Safety Inspections
If you have any safety inspection deficiencies, please correct them in Chematix within 7 days of receiving your report. For deficiencies that cannot be resolved within 7 days by the lab staff and need to be forwarded for consideration by others (due to budgetary or departmental constraints), use the FORWARDED option when noting your corrections.

INSTRUCTIONS:
To view your lab’s safety inspection:
1. Go to the Chematix site: www.rochester.chematix.com
2. Enter your NETID and password.
3. Hit Continue with UR Credentials button
4. View your inspection report(s). There will be one report per room number/equipment area.

To correct an inspection deficiency:
1. Select Resources at the top of the CHEMATIX page.
2. In the Manage my Locations section, select Maintain My Inspection Follow ups.
3. Select the radio button next to the deficiency you wish to resolve. A PDF of the full inspection report is available by clicking the name of the inspection report to the far right of the row.
4. Click Open Details.
5. Use the drop down menu to select a generic solution located next to Please select the solution.
6. Describe your solution in the text box located next to Please describe the solution.
7. Click Resolved and Completed if the deficiency has been resolved or click Forwarded if the deficiency can’t be resolved by the usual means and it needs to be forwarded for consideration by others (i.e. due to budgetary or departmental constraints).

Once you have finished resolving the deficiencies, CHEMATIX will indicate you have finished in the green banner at the top of the page.

INVENTORIES:
For labs that have had their chemicals inventoried, be sure to remove empty containers from Chematix.

Instructions for Removing an Item (i.e., empty container) from Your Inventory

1. Select Inventory at top of CHEMATIX page.
2. In the Manage Lab Inventory section, choose View my inventory Report.
3. Click the radio button corresponding to the lab where the item is stored.
4. Click Search Active Inventory to receive a full listing of containers in that room. To narrow the list, add requested information to the search fields and then click Search Active Inventory.
5. Select the container by clicking the corresponding radio button.
6. Click Change Container Status and choose from drop-down menu the appropriate new container status (i.e., consumed by experiment).
7. Remove or deface the barcode(s), if re-using the empty container.

Annual Research Laser Safety Training 2016

MyPath is only for University employees and graduate students. All undergraduate students and visiting staff working in research laboratories must the EH&S Laser Safety Training through Blackboard.

Do you have a laser in your lab? If yes, there are two courses that are now available for you to choose from (for those outside of LLE). For staff and graduate students, Laser Safety Training is available in MyPath. Go to MyPath, use your NETID/password, and find the course listing in the upper right corner of the main page. Although MyPath tracks your completed training, please provide evidence of your completion of the training to your Principal Investigator or Administrator.

For undergraduate students: Your Laser Safety Training is available in Blackboard.