1) I am trying to add someone to my roster and I am having trouble finding them by name in Gator TRACS.

If the person is already listed in the Gator TRACS system, the best way to find them is by looking up their GatorLink or UFL email.

If a person cannot be found by searching their name/email address, they are likely not listed in Gator TRACS and should be added as a new user. To add someone as a new user, type in their UFL email (not departmental email – more info below) and select the plus symbol to the right.

You will be asked to confirm the email address. Once confirmed, an email will be sent to John Doe (in this example) informing him that he has been added to a roster and prompting him to update his personal information in Gator TRACS.
John Doe will be listed on the roster by email only (no name) until he logs onto Gator TRACS and updates his personal information.

2) I added a new user by their email but they claim to have never received a notification.

It is important to note that new users must be added by their GatorLink email and cannot be added by their departmental email. For example:

- John Doe’s departmental email is jdoe@ehs.ufl.edu.
- However, his GatorLink is johndoe (and not jdoe).
- John Doe must be added using the GatorLink email johndoe@ufl.edu and not his work email jdoe@ehs.ufl.edu

Existing users may be searched by their departmental email if they have updated their profile to reflect their preferred email.

3) Why doesn’t my name or my student’s name appear on the roster? I can only see their email.

Newly added users must log into Gator TRACS and update their personal information. To do so, click on the person icon at the top, right-hand corner of the screen once logged into Gator TRACS.
Each user should update their settings including complete name, phone number, preferred email and employee ID. The employee ID is equivalent to the 8-digit UF ID and should be listed without hyphens.

4) My lab staff’s training dates will not populate. How can I fix this?

Each person listed on the roster must update their personal information including UF ID (listed as Employee ID) as described in question 3. Training records will not populate unless a valid UF ID is listed. It can take up to 48 hours for online trainings to update in Gator TRACS and up to 7 days for in-person trainings.

5) I am trying to start a risk assessment for the PI but I don’t have access to the Risk Assessment tab.
The PI must assign a Lab Manager or designee that is authorized to complete a risk assessment. This can be done by altering the roles or selecting the “Allowed” check box in the Personnel section. Assigned Principal Investigators, Co-PIs and Lab Managers have automatic access to the risk assessment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Allowed</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erica Gonzalez</td>
<td><a href="mailto:egonzaga@ufl.edu">egonzaga@ufl.edu</a></td>
<td></td>
<td>Hazardous Waste Manager</td>
</tr>
<tr>
<td>Ellis A Lee</td>
<td><a href="mailto:ellee@ufl.edu">ellee@ufl.edu</a></td>
<td></td>
<td>Lab Manager</td>
</tr>
<tr>
<td>Marie Mazzulla</td>
<td><a href="mailto:mmazzulla@ufl.edu">mmazzulla@ufl.edu</a></td>
<td></td>
<td>Graduate Student</td>
</tr>
<tr>
<td>Jorge G Morales</td>
<td><a href="mailto:jmorales@ufl.edu">jmorales@ufl.edu</a></td>
<td></td>
<td>Graduate Student</td>
</tr>
<tr>
<td>Katya Poole [PI]</td>
<td><a href="mailto:kpoole@ufl.edu">kpoole@ufl.edu</a></td>
<td></td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>Milia Yost</td>
<td><a href="mailto:myost@ufl.edu">myost@ufl.edu</a></td>
<td></td>
<td>EH&amp;S Responsibility</td>
</tr>
</tbody>
</table>

6) I cannot get my PI to log into the system. How can I get Lab Manager access?

Email gatortracs@ehs.ufl.edu and CC your PI requesting your role be changed to Lab Manager or "allowed" access.

7) I am a Lab Manager who completed a risk assessment but Gator TRACS is still telling me that I have a risk assessment pending. What are my next steps?

Your completed risk assessment will only be finalized once the PI has reviewed and approved it. Until then, the system will continue to show “Pending Review” under the “Open Assessments” tab. Please remind your PI that the risk assessment must be approved. Once approved, all personnel listed on the roster must review and electronically sign the assessment.

8) What qualifies as a completed LATCH? What does EHS look for in terms of LATCH during an inspection?

- Accurate roster under the Personnel tab
- Training records that are up to date and the necessary trainings are completed
- An accurate and unexpired risk assessment that has been signed by all listed on the roster
• The location of where SOPs are saved must be specified in the notes section of the LATCH risk assessment.

Although SOPs are a required portion of the chemical hygiene plan, we do not require them to be uploaded into LATCH. It is up to the lab to decide where SOPs are saved and how the information is distributed, but we encourage you to save them within LATCH.

9) What format do my SOPs have to be in?

We highly recommend using the EHS SOP templates which can be found at http://www.ehs.ufl.edu/programs/lab-research/gator-tracs/standard-operating-procedures-sops/. Your SOPs do not need to be in the EHS template format, but they must address all of the information covered in the template(s).

10) Do I have to complete a new risk assessment every year?

Yes. However, the risk assessment does not need to be started from scratch every time it is updated. When starting a risk assessment, you can select to copy from a previous assessment. Please review all information to ensure the activities are still applicable. Once it is approved by the PI, all personnel listed on the roster must review and sign the Risk Assessment.

11) Do I have to complete a new risk assessment if I have a new lab member starting in the middle of the year?

No. Although the risk assessment cannot be modified once it has been approved and closed, the roster can be modified at any time throughout the year. New personnel must be added to the roster and must review/sign the latest risk assessment prior to beginning work in the lab.

12) Why aren’t lab members being notified by email to review and sign the risk assessment?

All roster members are prompted via email to review and sign the new risk assessment once it is completed. New members are also emailed when they are added to a roster. However, there are different levels of spam filters set within departments and in personal email settings that can and may prevent the email being received by recipients. You may need to remind lab members to review and sign the risk assessment.
13) How do the roster members sign a risk assessment?

Each roster member must sign into Gator TRACS and select LATCH on the menu bar on the left hand side of the screen. In LATCH, select the “Assessment” tab at the top of the page. Then click on “Completed Assessments.” This will take you to the list of completed assessments. Click on the Sign icon for the assessment pending a signature. If an assessment has been signed already, a View icon will be displayed instead (refer to the picture below).

Clicking on the Sign icon will take you to the completed Risk Assessment. Scroll to the bottom of the page to review all information. Sign the document using your mouse or touchscreen in the signature box provided above the “Identified Activities” section (pictures below).