Frequently Asked Questions

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 email address (under the Personnel tab).

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Allowed</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:john@ufl.edu">john@ufl.edu</a></td>
<td></td>
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<tr>
<td><a href="mailto:jdoe@ufl.edu">jdoe@ufl.edu</a></td>
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<tr>
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<td><a href="mailto:johndoe@ufl.edu">johndoe@ufl.edu</a></td>
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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 work 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.

**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.
A Personal Information box will appear, click on the pencil icon to edit the information.

Each user should update their settings including complete name, phone number, preferred email and employee ID. The employee ID is equivalent to the UF ID and should be listed without hyphens.

3) 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.

4) 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.

5) I cannot get my PI to log into the system. How can I get Lab Manager access?
Email gator-tracs@ehs.ufl.edu and CC your PI requesting your role be changed to Lab Manager or "allowed" access.

6) 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 the notification of risk assessment pending under the "Risk Assessment Due" tab and pending review under the "Continue or Approve a Risk Assessment." 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.

7) What qualifies as a completed LATCH? What does EHS look for in terms of LATCH during an inspection?
EHS will look for an updated roster, training records that are up to date and the necessary trainings are completed, a completed Risk Assessment that has been signed by every lab member (including PI), and SOPs that cover particularly hazardous activities uploaded within the Attachments tab of the risk assessment.
8) What format do my SOPs have to be in?

We do recommend using the new templates as they have been refined to be far more user friendly and functional for the lab. SOP templates 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 new template.

9) Where do I add my SOPs?

There are 2 options. 1) SOPs for particularly hazardous activities should be uploaded in the Attachment tab within the Risk Assessment. The Attachments tab will become accessible once all categories of the Risk Assessment have been reviewed and saved. 2) SOPs for less hazardous activities can be uploaded into the Files tab. There are no signatures required for documents in the Files tab, therefore, we do not recommend that SOPs for particularly hazardous activities be stored here.

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. It must be reviewed to ensure all information is still accurate and that you have had no changes. The PI must approve it and all personnel listed on the roster must review and sign the Risk Assessment on a yearly basis.

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. The roster must be up to date at all times throughout the year.
12) Why are all lab members not 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) Do roster members receive emails once training is assigned within LATCH?

No. In order to prevent email spam, training emails are not sent from Gator TRACS because training emails are typically sent from myTraining. As the delegate/PI for your lab, the training feature is mainly to help track and ensure compliance.

14) 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, selected the Completed Risk Assessments tab at the top of the page.

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 (please 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 using the signature box provided above the Identified Activities section (pictures below).