Gator TRACS User Guide:

Laboratory Assessment Tool & Chemical Hygiene Plan (LATCH)

For Principal Investigators & Lab Managers
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ACCESSING LATCH

To access the Laboratory Assessment Tool & Chemical Hygiene Plan (LATCH), click LATCH from the Gator TRACS sidebar menu.

At the top of the LATCH home screen, a series of tabs can be found. The content and function of these will be highlighted in the following sections of this guide.
Under the LATCH Personnel tab, you can add or remove individuals from your lab roster, as well as delegate authority for management of the LATCH.

At the bottom half of the Personnel page, you may add individuals to your rosters by first searching for them using the Add User To Roster search box. *

*Note: If the user you are searching for does not come up in the Add User To Roster search box, you can instead enter their email address in the box, click the green "+" and the system will notify them that they have been added as a new user.

Once you have found the user, click the green "+" icon to add them to the list below.
To remove any user from the roster, click the red “X” icon next to the user.

To change the role of any user, click the small pencil icon. Doing so will generate a “Select Roles” popup (see next screen capture).
In the Select Roles popup, you may add or remove roles (dropdown list) for the given user.

At the very bottom of the Personnel page, you may enter a 24-hour emergency phone number(s) for your lab group.
At the bottom half of the Training page, each member of your lab group is shown, and listed below each individual is the status of each of their safety trainings. Your UF MyTraining records are synched to this page on a nightly basis.

Training status is listed as **Current, Expired** (i.e. training has been taken but is expired), or **Needed** (i.e. training has never been taken).
To add a training to any lab member, first select the training from the dropdown menu...

...Then click either Add Training to All Lab Personnel, or Add Selected Training (to add it to just that individual).

To remove any training from a lab member, click the red “X” next to any training line item.
Part 1: Starting a New Assessment

Under the LATCH **Start a New Risk Assessment** tab, you can begin generating a new assessment for your lab group.

Click the **Begin Assessment** button to start generating a new risk assessment.

If you have created a risk assessment in this system in the past, a popup will appear asking if you would like to copy data from a previous version. Doing so may save you time in not having to re-enter hazard or PPE information. If you wish to do so, click the green **Copy** icon; otherwise click the **Start New Assessment Without Copying** button.
In the Activity Assessment page, the goal is to review the various listed lab activities under each of the hazard categories and select all that apply to your lab space(s).

**Step 1**
To review the activities in each hazard category, you must first select the category from this dropdown list.

**Step 2**
For each category, review the list of activities that appear below (scroll down). If an activity applies to one or more of your rooms, click the checkbox. After clicking a checkbox, that activity will expand to present various options...
RISK ASSESSMENTS – Part 2 (cont.)

**Step 3**
In the *Activity Locations* section, you may select/deselect all rooms to which this activity applies.

**Step 4**
In the *Required PPE* section, an assortment of standard/default PPE items are listed for that activity. If you wish to add additional PPE to that list (optional), you may do so by selecting the PPE from the dropdown list and clicking the *Add to PPE* button. (Note: you cannot remove any default PPE listed for that activity)

If you do add any PPE, you must also state the reason(s) for doing so in this comment box.

**Step 5**
Once you have reviewed all applicable activities for that particular category, click the *Save Category* button.

*IMPORTANT NOTE: Activity assessments do not autosave, so you must click Save Category before moving on to review the next category.*
Step 6
Before you are allowed to move on to the next stage of the assessment (i.e. the Attachments tab, etc.), you must review and save all six hazard categories. You can verify which categories have been reviewed/saved by opening the Category dropdown and noting which categories have “[SAVED]” next to their name.
Once you have reviewed and saved all hazard categories, you may move forward by clicking the **Attachments** tab.

**Step 7**

On the Attachments page, you may upload copies of your SOPs and any safety-related document related to the activities or hazards you have highlighted in this risk assessment. To do so, click the **Choose File** button, navigate to and select the appropriate file(s), and click the **Upload** button.
Step 8 (Optional)

On the Notes page, you have the option to record any additional information that may not have been adequately captured during this risk assessment. Simply enter text in the box and click the Save Notes button when finished.
On the Review Assessment Page, a summary of the risk assessment that you just created is presented.

**Step 9**
If you have reviewed your assessment and confirmed that it is complete, click the Complete Assessment button.

You may also view a draft of the completed assessment as a PDF by clicking the View/Print Draft button.
Once the LATCH risk assessment has been completed, you will immediately be directed to a full summary page for that assessment. At this time, you can utilize LATCH’s electronic signature tool to sign the assessment.

**Step 10**
Using either your mouse curser (on a computer) or your finger/stylus (on a mobile device), provide your signature in the box, and click the green *Save* button to submit.*

*Note: At this time all other members of your lab roster will simultaneously receive automatic email notices stating that a new LATCH risk assessment has been completed and that they must now log into Gator TRACS to provide their signatures, thus certifying their knowledge and compliance with this assessment.
After clicking **Save**, note that your signature has been saved and entered next to your name in the **Roster Signatures** section. Signatures of other lab members will also eventually appear once they have logged in and provided them.
CONTINUE OR APPROVE A RISK ASSESSMENT

If by chance you began working on a new risk assessment, saved it, and now wish to come back and complete it, you will find it listed in the Continue or Approve a Risk Assessment tab area.

To continue an assessment, click the green Continue icon for that assessment; to cancel/delete the assessment, click the red Cancel icon.

In another scenario, a member of your lab with LATCH management authority (e.g. a lab manager) may have created an assessment for your group, however the PI is still required to approve/finalize it. Any such assessments will also be found under the Continue or Approve a Risk Assessment tab, as seen in the below example.

To begin finalizing the assessment, click the Review icon.
The assessment will then appear on the screen for review. If you find that editing is required, click the **Reopen Assessment** button and approach its completion as you would any other assessment continuation. Otherwise, if all appears to be in order and you wish to finalize the assessment, click the **Finalize Assessment** button.
Under the **Risk Assessment Due** tab, you can view any assessment(s) that is overdue for completion. A new risk assessment is also necessary whenever there is a change in hazards and/or activities in a lab(s).
Under the **Completed Risk Assessments** tab, you can view a complete historic list of all LATCH risk assessments for your lab area(s).

You may view any listed assessment by clicking the **View** icon, or you can download and print a PDF version by clicking the **Print** icon.
Under the **Files** tab, you have the option to upload any file or document that is associated with or may support your hazard assessment (e.g., SOPs, PPE user manuals, etc.).

To upload a file, click the **Add New File** button.
After clicking the Add New File button, a popup window appears through which you may upload a file. In this window, 1) enter the Category, 2) enter a Description of the file, 3) select the PI's name, 4) designate whether the file will be Private (i.e., visible only to the PI & system admins, 5) click the Attach File button to navigate to and select the file, and 6) click the Add to upload the file to the system.

After uploading, files can be edited, deleted or viewed/downloaded. Any user on the PI's roster also has the ability to view/download any uploaded file (unless a file(s) is set to Private).