APS USER TRAINING HISTORY

Background

The User Program Division Director has delegated to the CATs the authority to authorize the conduct of experiments because the CATs have accepted responsibility for:

- identifying and evaluating the hazards posed by the experiment,

- specifying controls appropriate to the hazards, and

- verifying that controls are in place.

One form of hazard control frequently made mandatory by law and laboratory policy is worker knowledge. The accepted means of verifying that a worker has the required knowledge is ensuring that the worker has completed appropriate training. With CAT input, the APS has developed the **APS User Training History**. This web-based tool enables designated CAT personnel to examine data characterizing ES&H training courses taken at Argonne National Laboratory (ANL) or otherwise recorded in the Training Management System (TMS).

The training **history** and training **profile** views of TMS data differ significantly. The training history view provides a means of determining experimenter qualifications gained by completing training and is the only view appropriate for off-site personnel. By contrast, the training profile view uses information derived from a person's Job Hazard Questionnaire to display current training requirements appropriate to ANL-based personnel and it remains an appropriate means of checking the training status of ANL-based beamline personnel. However, the training profile view may not show a complete training history; consequently, the training history view should be used when evaluating the qualifications of ANL-based experimenters.

Although the APS is not aware of any bugs in the system, the system has limitations that users should understand.

- There is often a delay of several days to a week or more from the time that a person completes a course until it is recorded in TMS.

- The system will not list people who have not previously completed ANL training courses.

If you have questions about the intended use of the tool, suggestion for improvement, or would like to report problems, please contact Bruce Glagola (2-9797) or Bruce Stockmeier (2-9394).

Getting to the Tool

The **APS User Training History** is a web-based tool that requires those using it to "log on" using the same protocol and password used to gain access to other APS-MIS web applications. (If you are already logged on, you will not need to log on again; you will go straight to the web page shown in Figure 2.) To log on, open the web page located at:

http://oraweb.aps.anl.gov:7001/conf/owa/tms_hist_nav_pkg.display_frames

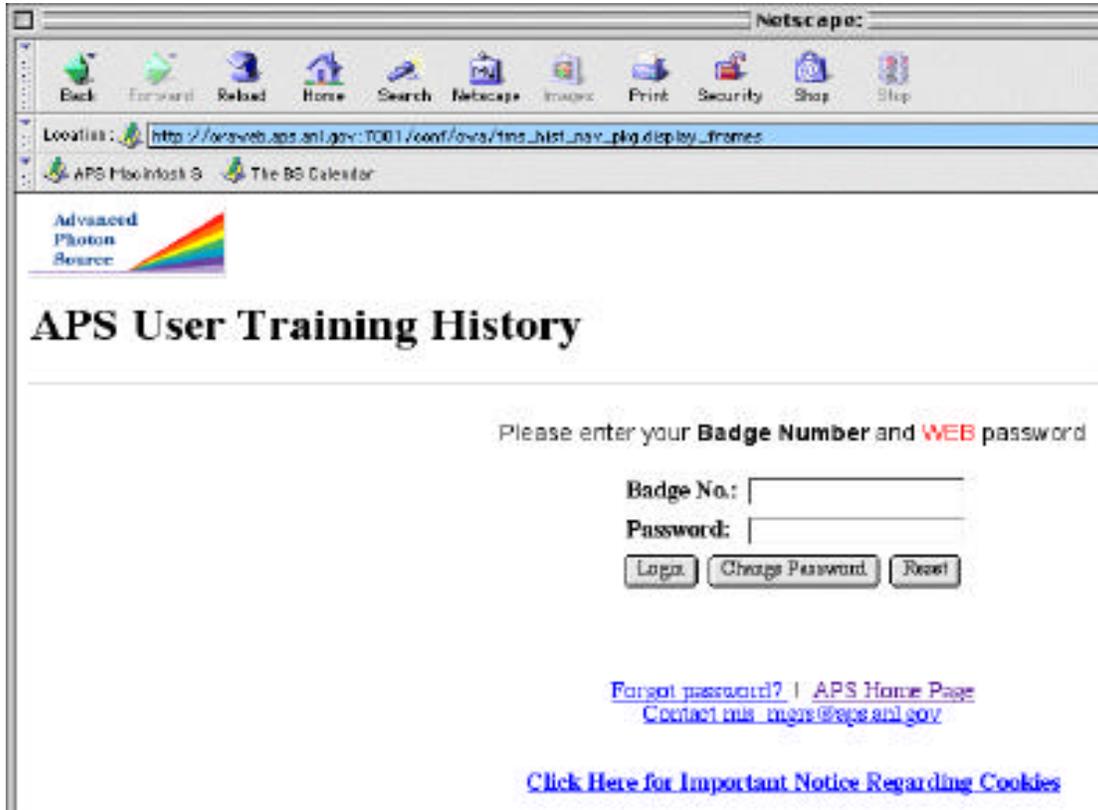When you do, you should be taken to the page depicted in Figure 1.

Figure 1

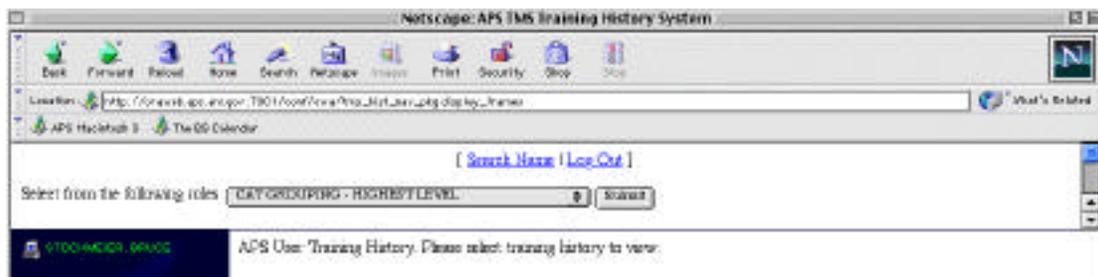Figure 2 depicts the web page that a privileged user will get after logging on.

Figure 2

The Frames

The web page contains two narrow frames, one along the top of the page and one along the left side of the page. These frames enable the user to navigate to an individual's history. A third (main) frame displays the subject's training history.

Locating an Experimenter's Records

The **APS User Training History** opens with a window having the name of the logged-on user in the left frame. If you are interested in your personal training history, you only need to click on your name in the left frame. Your training history will appear to the right in the main frame.

The system offers several means of finding the records associated with others. The most direct means is to use the Search Name link in the upper frame (see Fig. 2 above). Clicking on this link opens a new window resembling that depicted below in Figure 3.
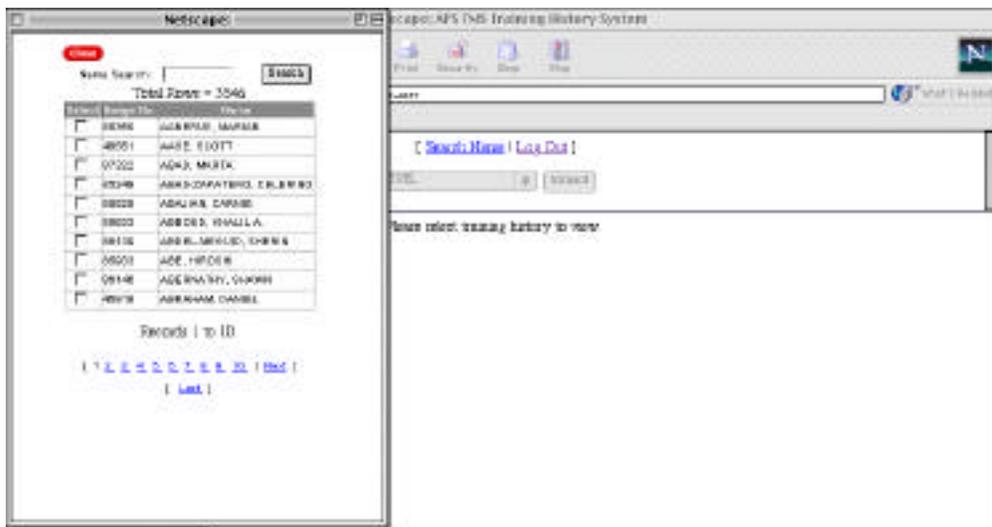

Figure 3

At the top of the new window is a box into which the user can type all or the beginning letters of the name of the individual about whom the user seeks information. Clicking on the **Search** button will yield a list of names satisfying the search criteria (see Fig. 4). Clicking on the **Select** box next to the subject's name results in that person's training history being displayed the main frame.
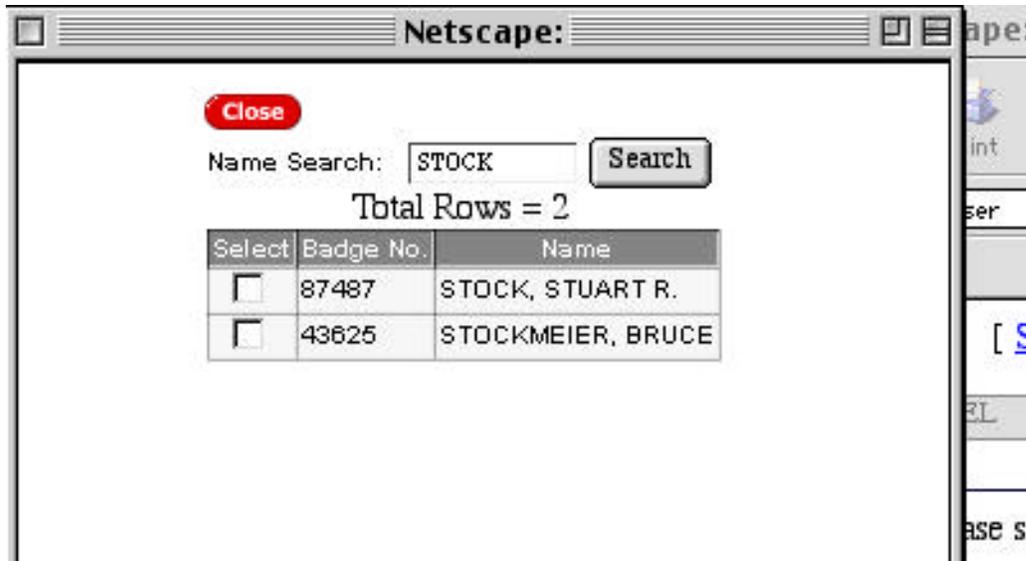
Figure 4

It is also possible obtain the names of all researchers who have previously worked with a specified CAT. To locate names in this manner, go to the upper frame and use the drop down menu next to the text that reads "Select from the following roles" (see Fig. 5 below).
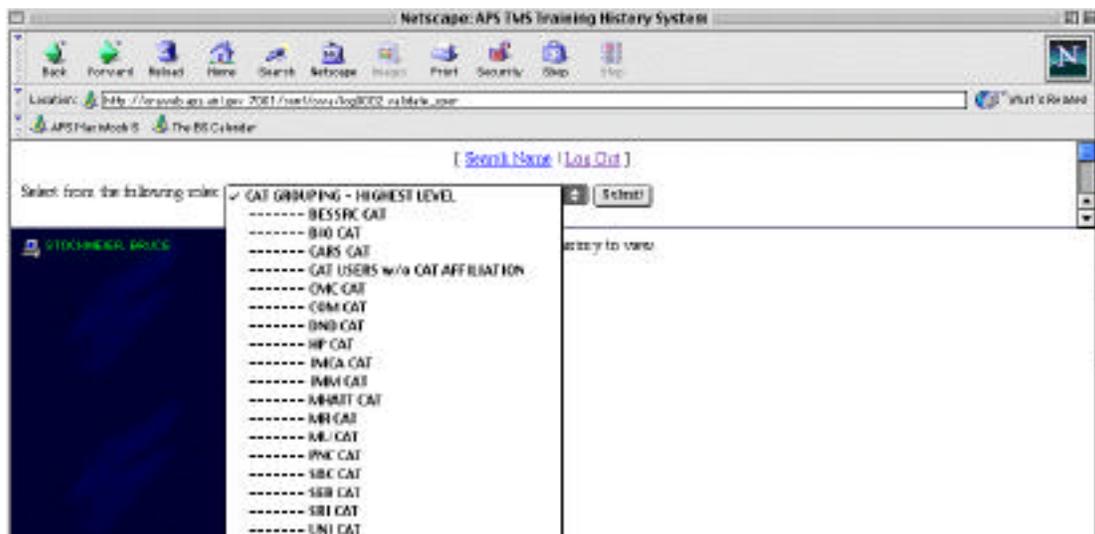

Figure 5

As depicted in Figure 6, the name of the selected organization will appear in the left frame after the user clicks on the **Submit** button.
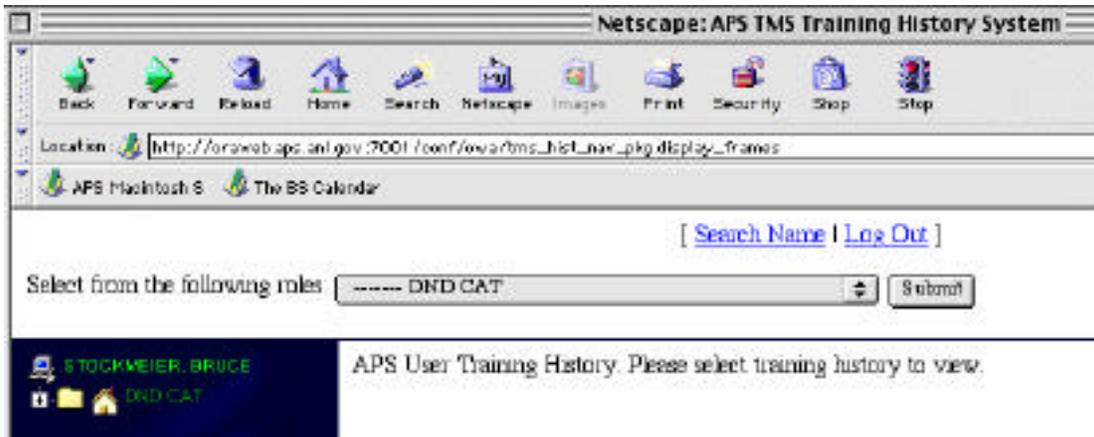
Figure 6

By clicking the box with the "+" sign to the left of the organization's name, the user opens a folder revealing the names of all experimenters who have worked in the sector. Figure 7 (below) shows how the left frame looks after the folder as been opened.
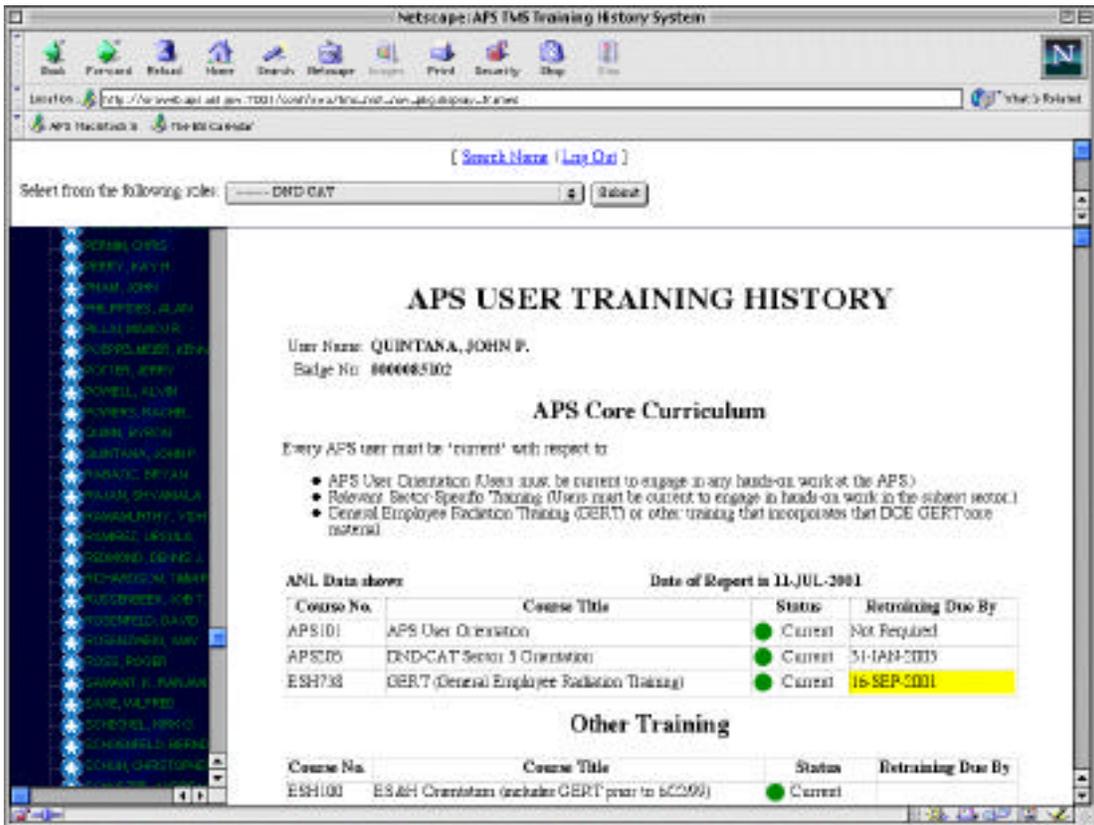

Figure 7

The user can scroll through the list to the name of the experimenter of interest and then bring up that person's training history by clicking on the experimenter's name. Figure 7 shows how the web page would look after clicking on "Quintana, John P."

Although the option is available, the APS cautions against selecting "CAT GROUPING – HIGHEST LEVEL." Doing so will cause the names of several thousand users to download, a process that may take several minutes.

The Training History View

The **APS User Training History** gives the user a summary of the subject's training status for all courses for which the individual has received credit in ANL TMS. As depicted in Figure 7, the courses appear in two groups, **APS CORE Curriculum** and **Other Training**. As is explained at the top of the report, users must be current on relevant core curriculum courses before conducting hands-on work at the APS. The APS User Orientation (APS101) and General Employee Radiation Training (GERT, ESH738) are always relevant. In fact, a visit to the experiment hall by an unescorted person who is not current in GERT must be reported to the APS as a possible PAAA[1] violation. This is why it is important that CATs use the APS User Training History to screen an experimenter's training records prior to the experimenter's arrival; identifying those who need retraining and so informing them before their arrival can help ensure that the APS will not have to report PAAA violations. An off-site experimenter must also be current on the sector orientation for the sector in which the experimenter will be working.

Scrolling to the bottom of the main frame takes the user to a legend (Figure 8) that explains several symbols and background shadings used to call attention to possible concerns.
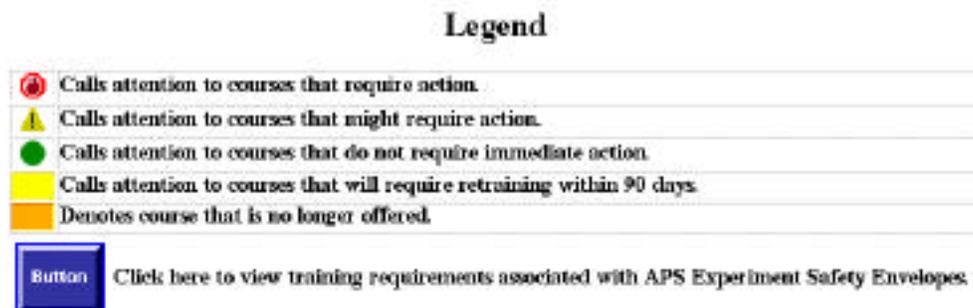

Legend

🔴	Calls attention to courses that require action.
⚠️	Calls attention to courses that might require action.
🟢	Calls attention to courses that do not require immediate action.
	Calls attention to courses that will require retraining within 90 days.
	Denotes course that is no longer offered.
Button	Click here to view training requirements associated with APS Experiment Safety Envelopes.

Figure 8

Immediately beneath the legend is a button that opens a new browser window with the APS Experiment Safety Envelopes web page.

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[1] PAAA refers to the Price-Anderson Amendments Act. For further information on PAAA violations, contact the UPD ES&H Coordinator.

Information in the **Other Training** section relates to courses that may or may not be relevant to the work that an experimenter will perform while at the APS. The APS beamline experiment safety review process makes the CAT responsible for gaining a thorough enough understanding of the experimenter's planned work to determine what hazard controls, including training, need be in place before it issues final authorization to conduct the experiment. Information contained in the APS Experiment Safety Envelopes and the ANL Environment, Safety and Health Manual provide for associating training requirements with planned activities.