

Worker Protection Standard Training

For Plant, Soil & Insect Sciences Employees

WPS training is required for individuals who use any greenhouse or other facility/field where pesticides are applied

(Completion of WPS training will **NOT** allow an individual to **APPLY** pesticides. A **valid Pesticide Applicator's License** would be necessary, and WPS training is **not sufficient** for that.)

- WPS training **must be done ONLINE** using Environmental Health & Safety's web-based OWL training system.
- WPS training is **valid for 5 years**.

If you ***have had*** WPS training within 5 years, you must be able to **provide your Supervisor with a copy of your certificate** as proof.

(If you have misplaced your certificate, log on to the OWL system by following the attached instructions.

EH&S should have a record of your completed WPS training in OWL, and you should be able to print additional copies of your certificate. **Be aware that your old, self-chosen Login and Password have been changed. Follow instructions carefully**

If you ***have not*** had WPS training within 5 years:

- Please follow the attached "***Directions for Using the OWL System***" to take the WPS training online.
- When you **complete** the entire WPS training, be sure to select the "**View/Get Certificate**" button. **Print** one copy of the certificate for your own records, and one for your **Supervisor**.

Department of Plant, Soil & Insect Sciences Worker Protection Standard Training for Employees

Directions for Using the OWL Online Training System

1. Go to <http://ehstrain.admin.umass.edu>
2. Your “Login” is your 8-digit Amherst Campus ID number (the one you use for the SPIRE System)
Your “ Password is your last name

Login:
(Use your **NEW** campus-based, **8-digit** ID number. Ex. 12345678)

Password:
(Use your last name.)

After entering your Login and Password, click the LOG IN BUTTON (a “RETURN/Enter” may not work!)

3. If your login was successful, you should see the “Welcome” screen below and continue on with step 3:

IF YOU DO NOT SEE THE SCREEN BELOW (and instead see an INVALID LOGIN screen) go to APPENDIX A.



PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

To help you avoid system errors, follow these guidelines when working with OWL.

- Only navigate through the OWL system using the links and buttons that OWL provides.
- Do **NOT** use any of your browser's navigation mechanisms:
 - Do not use the BACK button.
 - Do not use the file open command and enter an OWL URL.
 - Do not set a web browser bookmark or favorite into the middle of the OWL system.
 - Do not enter an OWL URL into the netsite or address input box of your browser.
- Do not double click on buttons or links.
- Be patient, the system may take up to a minute to respond.

Read this screen carefully and then click on CONTINUE to proceed. (If you have trouble when navigating through the WPS training, you may opt to refer back to this printed version of the “Welcome” screen to review the instructions.)

4. Fill in your personal information on the next screen. **PLEASE INCLUDE AN Email ADDRESS** so you can be contacted in case of any problems.

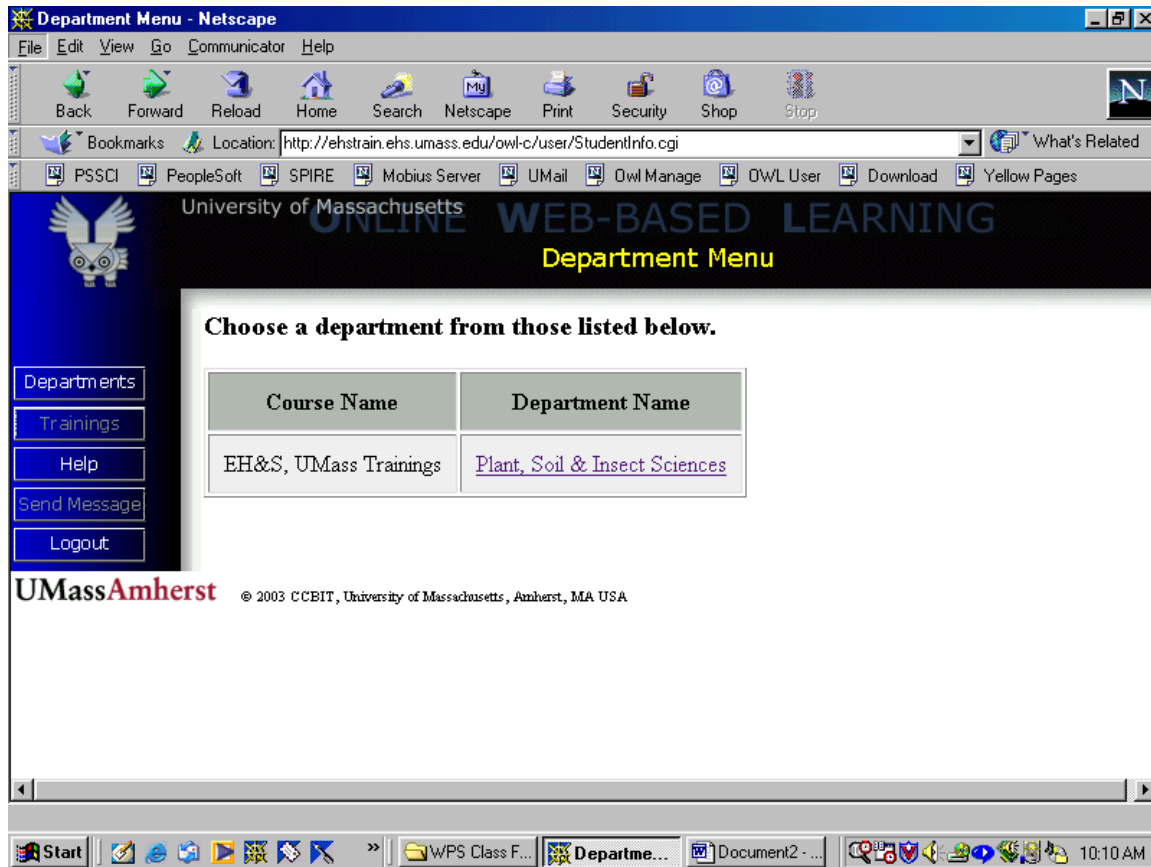
The screen will always say “STUDENT’S Personal Information”, no matter who you are.

After entering your personal information, click on SAVE AND CONTINUE to proceed to the next screen.

- The next screen should be the **Department Menu** screen below. You will have one or more departments listed. It is important that the **Plant, Soil & Insect Sciences** department is on the list.

If you **DO** see the **Plant, Soil & Insect Sciences** department listed, **click** on it and **proceed to step 6**.

IF YOU DO NOT SEE THE Plant, Soil & Insect Sciences DEPARTMENT LISTED, GO TO APPENDIX B.

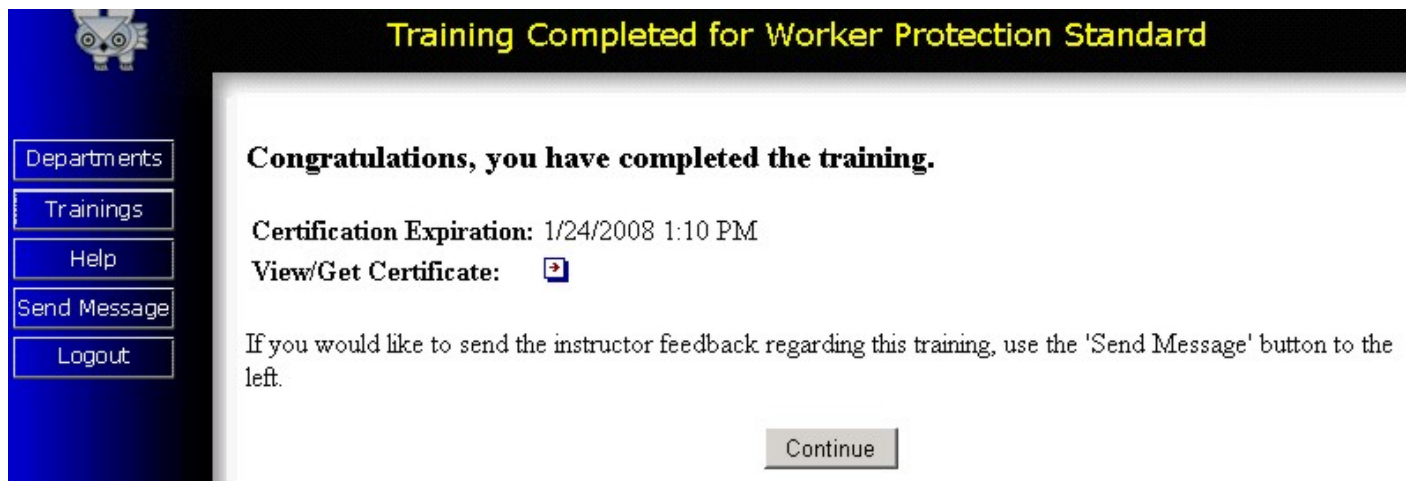


- Next you should see the **Trainings** screen similar to the one below (it will say “Trainings for Plant, Soil & Insect Sciences”). Click on **Worker Protection Standard** to begin the WPS training.

If there is a **red arrow** in the **Get/View Certificate** column for the **Worker Protection Standard** training, the training has already been completed, and you can click on the arrow to view and print your certificate.

| Trainings for (NAR) Plant & Soil Sci. Classes | | | |
|--|------------|--------------------------|----------------------|
| Choose a training from those listed below. | | | |
| Current Trainings: | | | |
| Training | Status | Certification Expiration | Get/View Certificate |
| Hazardous Waste Management | Expired | 12/3/2002 12:00 AM † | |
| Right to Know | Expired | 11/26/2002 12:00 AM † | |
| Laboratory Safety | Incomplete | - | - |
| Bloodborne Pathogens | Expired | 11/19/2002 12:00 AM † | |
| Ergonomics for the Computer User | Incomplete | - | - |
| Worker Protection Standard | - | - | - |

7. **Begin WPS Training:**
You will be given a series of units to complete. Each unit consists of information to read, followed by some questions to answer. You **MUST CORRECTLY ANSWER ALL QUESTIONS IN A UNIT** to proceed to the next unit. **IF YOU DO NOT CORRECTLY ANSWER ALL OF THE QUESTIONS IN A UNIT, YOU CAN CLICK THE TRY AGAIN BUTTON TO REPEAT THAT UNIT'S QUESTIONS** until you have successfully completed the unit. Always use the **bottom grey buttons** on each screen to navigate.
8. **Continue completing each unit and moving on to the next one.**
Again, always use the **grey buttons at the bottom of each screen** to move ahead from screen to screen. (Refer back to the information from the screen printed in step 3 if you are having trouble and getting error messages).
9. **When you have successfully completed all of the units, you should get to the screen below:**



Click on the **red arrow** to **View/Get Certificate**. Then use the top left FILE menu on the Certificate screen to **PRINT** as many copies of the Certificate that you need. **BE SURE TO PRINT ONE COPY FOR YOUR OWN RECORDS, AND AN ADDITIONAL COPY FOR YOUR SUPERVISOR.**

10. **Close the Certificate screen with the “X” in the top right corner, and you will return to the Training Completed screen.**
You can **LOGOUT** here using the button in the left blue column, or you can use the **CONTINUE** button at the bottom of the screen to return to the Trainings screen and **LOGOUT** from there.

You are done!!!

Appendix A

You got to step 3 of the instructions, but, instead of getting to the OWL “Welcome” screen, you got to an “Invalid Login” screen:

1. Read the information given and click the **TRY AGAIN** button and try logging in again. Perhaps you mistyped something the first time.
If this works, go back to step 3 of the instructions and continue.
2. If you still get to the INVALID LOGIN screen, click the **REPORT IT** button.
3. Choose **REQUEST LOGIN** from the Login Help screen.
4. From the list of **Department Name** choices on the Request Login screen, click on the **red arrow** next to Plant, Soil & Insect Sciences.
5. Fill in your personal information on the Student Information screen. **INCLUDE BOTH AN EMAIL ADDRESS AND A PHONE NUMBER** here so that you may be able to be reached for further information if necessary.

You are requesting an OWL login for the following department:

| Course Name | Department Name |
|-----------------------|---------------------------------|
| EH&S, UMass Trainings | (NAR) Plant & Soil Sci. Classes |

Please fill out the following information.

First Name:

Last Name:

*Student Number (if available):

Email Address (optional):

Phone Number (optional):

***Please include your student number, if you have one, so that your request can be processed.**

REQUEST LOGIN

After filling in the information, click on **REQUEST LOGIN**.

IT MAY TAKE UP TO 24 HOURS TO PROCESS YOUR REQUEST (and, if the request was submitted on a Friday or a weekend, not until the following Monday or Tuesday). Please be patient. Try logging in again later. If you still can't login after about 24 hours, contact the Plant, Soil & Insect Sciences Safety Coordinator (currently Phyllis Berman at 5-2364 or berman@psis.umass.edu), and he/she will try to assist with the problem and get back to you ASAP.

Appendix B

You got to step 5 of the instructions, but you did not see the Plant, Soil & Insect Sciences department on the Department Menu.

| Course Name | Department Name |
|-----------------------|---|
| EH&S, UMass Trainings | All EH&S Trainings |
| EH&S, UMass Trainings | (NAR) Plant & Soil Sci. Classes |

1. If there is NO Plant, Soil & Insect Sciences choice:

- a. Click on All EH&S Trainings or any other department that is listed.
- b. Click on the SEND MESSAGE button in the left blue column.
- c. A new small window will open. Type a message in the message box, saying that you are an employee of the PSIS Department and that you require WPS training.
- d. Click on the Submit Message button to submit the message and return to the TRAININGS screen.
- e. Click on Worker Protection Standard from the available choices on this screen.
- f. Go to step 7 of the instructions, and take the WPS training and print out Certificates when done.
- g. Logon again later to be sure that a Plant, Soil & Insect Sciences choice shows up at step 5 of the instructions [this will assure that you have been given proper credit online for taking WPS]. If you have already completed the WPS training, don't repeat it and just logoff here.

IT MAY TAKE UP TO 24 HOURS TO PROCESS YOUR REQUEST (and, if the request was submitted on a Friday or a weekend, not until the following Monday or Tuesday). Please be patient. Try logging in again later. If you still don't see a Plant, Soil & Insect Sciences choice after about 24 hours, contact the Plant, Soil & Insect Sciences Sciences Safety Coordinator (currently Phyllis Berman at 5-2364 or berman@psis.umass.edu), and he/she will try to assist with the problem and get back to you ASAP.