

ISN Access Procedures and Policies

1. **Check in at ISN HQ Front Desk** **NE47-414**

- Obtain Orientation packet

2. **All EHS training requirements must be fulfilled – YOU WILL NEED MIT CERTIFICATES**

- Go to MIT's EHS training website [<http://ehs.mit.edu/site/training>]
- Go to - #6 'My Training' where you will be directed to Login or use Certificates, and taken to the MIT Learning Center"
- Go To - 'Quicklinks' and click on 'My EHS Training Needs'
- Click on 'Update EHS Profile' and ensure PI/Supervisor listed is your own
- Click on 'Select Activities' and select at least 'Use potentially hazardous chemicals in a laboratory' and then save
- Go back to the main page for MIT Learning Center and click on 'My Required Training' tab. From here you can click the "View" link under "How can I complete this training?" to find the courses you need

- **This will trigger a minimum of three EHS requirements:**

1. ISN Chemical Hygiene Plan (obtain with access form)
2. 100w – General Chemical Hygiene
3. 501w – Managing Hazardous Waste

3. **Read and follow ALL of the instructions as outlined:**

- Complete access form with your faculty/PI Advisor signature and return it with the ISN Chemical Hygiene Plan to the ISN Reception Area and have your photograph taken for the ISN intranet database
- Attend ISN Safety Training meeting with Lab Manager
- You will be **emailed** your ISN login and temporary password and can contact the Equipment Steward(s) for equipment training
- Contact ISN Lab Manager when **ALL** training has been fulfilled and, to further discuss your research if necessary. Only after you have completed all the required steps, your MIT ID card will be activated for access to the ISN