

# HOW-TO ITNA



**DOES THE ITNA PROCESS BOGGLE YOUR MIND?  
DOES IT HANG OVER YOUR HEAD AT LEAST  
ANNUALLY TO REVIEW YOUR EMPLOYEES'  
TRAINING NEEDS?**

**WELL THEN, THIS IS THE SLIDESHOW FOR  
YOU!**

# Step 1: ES&H Tools – click ITNA

- Go to ES&H at Fermilab:  
<http://esh.fnal.gov/xms/>

Click  
here

**ES&H at Fermilab** | U.S. DEPARTMENT OF ENERGY

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**Home**  
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**ES&H at Fermilab**  
Fermilab continually strives to integrate excellence in environment, safety and health (ES&H) into all activities at all levels to protect the public, the worker and the environment.  
Find the Fermilab ES&H Status Report [here](#).  
Find more ES&H tips [here](#) and [here](#).

**In Case of Emergency Dial 3131**

**Recent Updates**  
ES&H Leading / Lagging Indicators  
Scheduling Meeting ES&H Status  
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Safety Tip of the Week  
Porcelain Press  
FESHM Chapter Status  
Comment on Draft FESHM Chapters

**ES&H Bulletins**  
09/23/2010 Check out the latest updates to the [Take 5 Tools Page](#)  
09/23/2010 Please direct all webpage comments / suggestions to [ESH\\_Website@fnal.gov](mailto:ESH_Website@fnal.gov).  
09/23/2010 Click [here](#) to sign up for 'Accelerate To A Healthy Lifestyle'.  
09/23/2010 Fermilab is putting together a sustainability website and is looking for stories from employees and users about how you help the environment at work. Please [tell us your story!](#)

**Quick Links**  
Appeal a Traffic Ticket  
Directors Policies and Documents  
DocDB calendar  
DOE Orders Applicable to FNAL  
Engineering Notes  
ES&H Assessments  
ES&H Handbook  
ES&H Improvements Database  
Excess Chemical List  
FESHTRK

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FESHM 5500 Occupational Medicine

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OSHA  
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Radiation / Lessons Learned  
Radiation Safety Call List  
Radiological Control Org Chart  
Proper Usage of Radioactive Sources at Fermilab  
Rad, Chemical, & Hazardous Waste

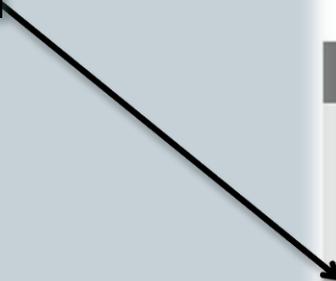
**Emergency Management**  
Emergency Management Page  
Severe Weather Info  
FNAL Emergency Plan  
Emergency Drill Information  
Warning Signals  
Onsite Response to Emergencies

# Step 1: ES&H Tools – click ITNA

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<http://esh.fnal.gov/xms/>



Click here



**ES&H at Fermilab** | U.S. DEPARTMENT OF ENERGY

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**FESHM 5300 Occupational Medicine**

**Links**  
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**Agency Management**  
Agency Management Page  
Weather Info  
Emergency Plan  
Emergency Drill Information  
Emergency Signals  
Response to Emergencies

**Radiation**  
Proper Usage  
Sources at

# Step 3: Login Via KCA Certificate



- Most likely you have a certificate. Click on the top button to Login.
- If, by chance, you don't, submit a helpdesk ticket and ask for a KCA certificate.

You may Login to secure ES&H Section webpages by either FNAL KCA Certificate or Username & Pass - Windows Internet Explorer pro

http://www-esh.fnal.gov/pls/default/esh\_home\_page.login?URL=itna.html

File Edit View Favorites Tools Help

You may Login to secure ES&H Section webpages by ...

**You may Login to secure ES&H Section webpages by either FNAL KCA Certificate or Username & Pass**

**You must first login to access the page you wish to reach.**

Please read and follow the instructions below to login or create an account.

**Login via FNAL KCA Certificate** Preferred method. Try this first. An account is not required. (Note: the DOE Grid certificate is required for this method. Windows users should use [Network Identity Manager](#) to obtain a certificate. All other users should use the [Oracle Identity Management](#) tool to obtain a certificate. Please contact your local support group for more information on the use of FNAL KCA Certificates.)

**I'm not sure if I have a certificate** Test your browser's certificate. If you receive an error message, you may need to update your browser for certificate use.

**Login via ES&H Username & Password** Forgot your password? [Change or Reset your ES&H Password?](#)

**You may no longer need an account!** Most browsers at Fermilab have, or will soon have, an FNAL KCA Certificate automatically installed. Username and password is required only for use of the Oracle data entry forms.

**Do I need an account?** You do only if you enter data via Oracle data entry forms. If you receive an error message, you may need to update your browser for certificate or it is expired.

**I need an account** Use this option only if you require access to the ES&H Oracle data entry forms or are using the Oracle data entry forms.

The data on this page were generated from the ES&H Section's Oracle database on November 9, 2009 03:57 PM (US Central) If you have a question, problem or need help, please contact your local support group.

[Fermilab Home Page](#) [ES&H Home Page](#) [Fermilab At Work](#) [Security](#) [Privacy](#) [Legals](#)

# Step 4: Enter the ID Number of the person whose ITNA you are creating/updating



Individual Training Needs Assessment (ITNA) - Windows Internet Explorer provided by Fermi National Accelerator Lab

https://www.esh.fnal.gov/pls/cert/itna.html

Individual Training Needs Assessment (ITNA)

### Individual Training Needs Assessment (ITNA)

**PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING THE SURVEY.**

This assessment will assist in identifying the compliance-related training required for each employee. The assessment should be completed by the management person most familiar with the employee's responsibilities and work environment. This could be the employee's supervisor, person completing the employee's performance review, or manager. Ideally it is completed BEFORE the employee begins work and updated any time new hazards are identified or brought into the work environment.

Each question should be answered based on work the employee is expected to perform or hazards that the employee would be exposed to in the normal performance of his or her job -- either on or off site. If you do not understand the questions OR are not sure of the potential hazards faced in the work environment, please contact your Division/Section Senior Safety Officer.

**SUGGESTION:** Have the employee review the assessment occasionally to aid in maintaining the validity of the information - the employee may be more aware of changed conditions on the job site. This also helps ensure that the employee is aware of the potential hazards that may be encountered on the job. Ideally, this can be done during the annual performance review.

This survey is intended to make the task of identifying the individual training requirements easier. Additionally, it provides the Laboratory with sufficient data to plan for meeting these training requirements. If you have suggestions for improving the survey, either in format or content, please contact the ES&H Health & Safety Group at MS-119 or [Martha E Michels](#).

**Enter the Fermi ID for whom the ITNA is being recorded**

13477  Employee  Visitor  Contractor  Other -- [Name Search](#) -- [Fermilab Phone Book](#)

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Done Internet 100%

**Enter FNAL ID – select appropriate employment type (employee, visitor, etc.), click SUBMIT**

# Step 5: Enter your ID number



Individual Training Needs Assessment (ITNA)

ITNA for Amber M Larson

Enter the Fermi ID of the person who answered the ITNA questions for Amber M Larson. In most cases this is the person's supervisor. Do not enter your Fermi ID if you are simply performing the data entry function for someone else. If the Fermi ID field is left blank YOUR Fermi ID will be recorded.

09101N  Employee  Visitor  Contractor  Other -- [Name Search](#) -- [Fermilab Phone Book](#)

09101N = Eric D McHugh

Submit

ITNA Archives

You may restore an archived ITNA by selecting it from the list below and clicking the Restore button.

|                                       | Performed By     | Entered By       | ITNA Date         | Archived Date     |
|---------------------------------------|------------------|------------------|-------------------|-------------------|
| <input checked="" type="radio"/> View | Amber M Larson   | Amber M Larson   | 05/11/09 08:28 AM | 09/30/09 08:28 AM |
| <input type="radio"/> View            | Amber M Larson   | Amber M Larson   | 11/11/08 08:25 AM | 05/11/09 08:25 AM |
| <input type="radio"/> View            | Amber M Larson   | Amber M Larson   | 10/08/08 01:27 PM | 11/11/08 01:27 PM |
| <input checked="" type="radio"/> View | Amber M Larson   | Amber M Larson   | 10/08/08 01:05 PM | 10/08/08 01:05 PM |
| <input type="radio"/> View            | Amber M Larson   | Amber M Larson   | 10/08/08 12:57 PM | 10/08/08 12:57 PM |
| <input checked="" type="radio"/> View | Amber M Larson   | Amber M Larson   | 09/18/08 12:56 PM | 10/08/08 12:56 PM |
| <input type="radio"/> View            | Amber M Larson   | Amber M Larson   | 09/12/08 10:01 AM | 09/18/08 12:56 PM |
| <input checked="" type="radio"/> View | Amber M Larson   | Amber M Larson   | 04/10/08 07:30 AM | 09/12/08 10:01 AM |
| <input type="radio"/> View            | Amber M Larson   | Amber M Larson   | 04/10/08 07:28 AM | 04/10/08 07:30 AM |
| <input type="radio"/> View            | Amber M Larson   | Amber M Larson   | 01/22/08 09:34 AM | 04/10/08 07:28 AM |
| <input checked="" type="radio"/> View | Amber M Larson   | Amber M Larson   | 07/30/07 10:21 AM | 01/22/08 09:34 AM |
| <input type="radio"/> View            | Martha E Michels | Amber M Larson   | 05/23/07 09:32 AM | 07/30/07 10:21 AM |
| <input checked="" type="radio"/> View | Eric D McHugh    | Amber M Larson   | 10/31/06 01:50 PM | 05/23/07 09:32 AM |
| <input type="radio"/> View            | Martha E Michels | Martha E Michels | 10/23/06 01:25 PM | 10/31/06 01:50 PM |
| <input checked="" type="radio"/> View | Martha E Michels | Martha E Michels | 11/14/05 11:39 AM | 10/23/06 01:25 PM |

Restore

Done Internet 100%

Enter FNAL ID – select appropriate employment type (employee, visitor, etc.), click SUBMIT

# Step 6: Read each question, line by line. Click on the box to the left if you are answering YES to the question.



Individual Training Needs Assessment (ITNA) - Windows Internet Explorer provided by Fermi National Accelerator Lab

https://www.esh.fnal.gov/pls/cert/itna.html3?this\_pid=379608&this\_fermi\_id=134778&this\_id\_type=N

File Edit View Favorites Tools Help

Individual Training Needs Assessment (ITNA)

### Individual Training Needs Assessment (ITNA)

Check every question that applies to the work that Amber M Larson performs.

Click on the "Info" link for additional information and links to courses.

Note: This ITNA is for Amber M Larson. The ITNA questions were answered by Amber M Larson.

- [Info](#) Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question)
- [Info](#) Is this person a visitor or user currently working (or soon to be working) on-site?
- [Info](#) Will the individual use any Fermilab computing systems?
- [Info](#) Will individual have any supervisory responsibilities, in any capacity?
- [Info](#) Will the individual be required to enter data or make changes to the TRAIN database system?
- [Info](#) Will individual be assigned duties as an Emergency Response Organization member?
- [Info](#) Do you want the employee to attend Job Hazard Analysis training?
- [Info](#) Will the individual be involved in the handling of SRF cavities?
- [Info](#) Will the employee be assigned duties or responsibilities as a Task Manager, Coordinator, or Supervisor?
- [Info](#) Will individual be assigned duties as a Task Manager, Coordinator, or Supervisor?
- [Info](#) Is the individual a Maintenance Craft, Quality Control, or Safety?
- [Info](#) Will individual be involved in engineering design and specification, procurement of materials & supplies IAW engineering requirements, review of material requirements, or receipt & inspection of materials?
- [Info](#) Will individual be assigned duties as a Service Coordinator as described in [FESHM 7020](#) and do you want him/her to take Service Coordinator Orientation?
- [Info](#) Will individual be assigned duties as a member of the Emergency Response Organization? (This is training required for those members of the Emergency Operations Center, Security Supervisors, and Fire Department Captains. Contact [ESH-HS](#) for clarification.)
- [Info](#) Will individual be assigned duties as a Waste Coordinator?
- [Info](#) Does the employee work at a computer greater than 3 hours per day, or are you aware of any condition that may be aggravated from working at a computer?
- [Info](#) Do you want the employee to attend CPR / Automatic Defibrillator training?
- [Info](#) Do you want the employee to take a back safety (safe lifting) course?
- [Info](#) Is the employee required to become familiar with the fundamental concepts of electricity, protective devices, and PPE?

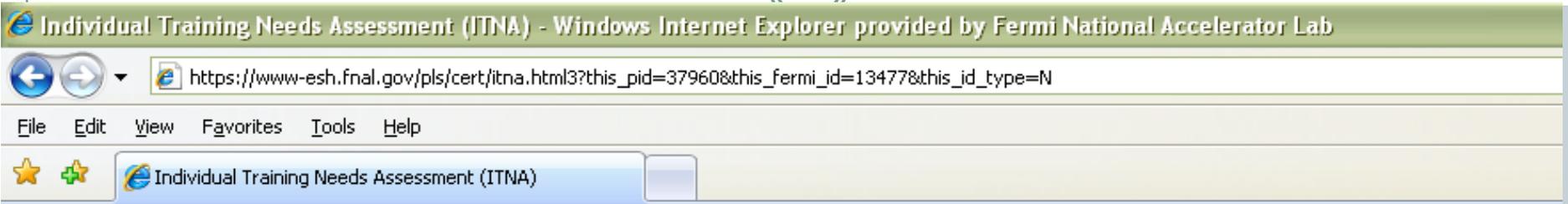
Done

Internet 100%

Click here – if YES

Click INFO to open the ITNA map. This will tell you what training course is associated with this question. See the next slide for an example.

# Q: Will the individual use any Fermilab computing systems, including desktops and laptops?



## Individual Training Needs Assessment (ITNA)

Check every question that applies.

Click on the "Info" link for additional information.

Note: This ITNA is for Amber M Larson.

|                                     |                      |   |
|-------------------------------------|----------------------|---|
| <input checked="" type="checkbox"/> | <a href="#">Info</a> | Is this person an employee of Fermilab (ask this question)?   |
| <input type="checkbox"/>            | <a href="#">Info</a> | Is this person a visitor or user of a Fermilab system?  |
| <input checked="" type="checkbox"/> | <a href="#">Info</a> | Will the individual use any Fermilab computing systems, including desktops and laptops?                   |
| <input type="checkbox"/>            | <a href="#">Info</a> | Will individual have any supervisory responsibilities?  |
| <input type="checkbox"/>            | <a href="#">Info</a> | Will the individual be required to manage any Fermilab computing systems, including desktops and laptops? |

A screenshot of a Windows Internet Explorer browser window titled "ITNA Question Map - Windows Internet Explorer provided by Fermi National Accelerator Lab". The address bar shows "https://www-esh.fnal.gov/pls/cert/itna.map?this\_id=1234&fermi\_id=13477N". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is titled "ITNA Question Map" and contains the following text:

Will the individual use any Fermilab computing systems, including desktops and laptops? [Report](#)

- [FN000374 / CB](#) - Basic Computer Security

Is the individual the primary system manager for three or more of the following: a central server, or for computers with multiple operating systems?  
o [FN000375 / CR](#) - Security Essentials for Fermilab Systems

Is the individual the primary system manager for any computer system on the Fermilab network, including desktop or laptop systems? (NOTE: even if you have administrative or root privilege on your desktop system, if someone else is responsible for system configuration and applying patches, then you are NOT the primary system manager.)  
o [FN000379 / CR](#) - Security Essentials

The data on this page were generated from the ES&H Home Page. If you have a problem or suggestion please open a [Service Desk Ticket](#).  
Fermilab Home Page [ES&H Home Page](#) [Fermilab Home Page](#)

Primary bullets are required courses for this ITNA Question.

Additional questions and bullets are questions and their associated courses that you will see further into the ITNA process.

# Step 7: Once you have answered each question (by checking the box for “yes” and not checking for “no”), Click SUBMIT



Individual Training Needs Assessment (ITNA) - Windows Internet Explorer provided by Fermi National Accelerator Lab

https://www.esh.fnal.gov/pls/cert/itna.html3?this\_pid=379608&this\_fermi\_id=134778&this\_id\_type=N

Individual Training Needs Assessment (ITNA)

- [Info](#) Will the individual use any Fermilab computing systems, including desktops and laptops?
- [Info](#) Will individual have any supervisory responsibilities, including summer or co-op students?
- [Info](#) Will the individual be required to enter data or make changes to the TRAIN database system?
- [Info](#) Will individual be assigned duties as an Emergency Warden?
- [Info](#) Do you want the employee to attend Job Hazard Analysis refresher training?
- [Info](#) Will the individual be involved in the handling of SRF cavities within lab facilities, or the transport of SRF cavities between lab buildings and or between laboratories?
- [Info](#) Will the employee be assigned duties or responsibilities of a building manager?
- [Info](#) Will individual be assigned duties as a Task Manager, Construction Coordinator, or Construction Safety Inspector as described in [FESHM 7010](#) and [FESHM 7011](#)?
- [Info](#) Is the individual a Maintenance Craft, Quality Control, or Inspection Personnel who needs to be able to identify suspect or counterfeit items?
- [Info](#) Will individual be involved in engineering design and specification, procurement of materials & supplies IAW engineering requirements, review of material requirements, or receipt & inspection of materials?
- [Info](#) Will individual be assigned duties as a Service Coordinator as described in [FESHM 7020](#) and do you want him/her to take Service Coordinator Orientation?
- [Info](#) Will individual be assigned duties as a member of the Emergency Response Organization? (This is training required for those members of the Emergency Operations Center, Security Supervisors, and Fire Department Captains. Contact [ESH-HS](#) for clarification.)
- [Info](#) Will individual be assigned duties as a Waste Coordinator?
- [Info](#) Does the employee work at a computer greater than 3 hours per day, or are you aware of any condition that may be aggravated from working at a computer?
- [Info](#) Do you want the employee to attend CPR / Automatic Defibrillator training?
- [Info](#) Do you want the employee to take a back safety (safe lifting) course?
- [Info](#) Is the employee required to become familiar with the fundamental concepts of electricity, protective devices, and PPE?
- [Info](#) Will individual perform NEPA reviews?
- [Info](#) Will the individual be assigned duties as the Division/Section Environmental Officer?
- [Info](#) Is the individual exposed to hazards greater than those normally encountered in an office environment? (A "no" answer will end the ITNA process here. Click "yes" if the individual is exposed to things such as: Oxygen Deficiency Hazards, Radiation, Cranes, Forklifts, etc. A "yes" answer will generate hazard specific questions).

The data on this page were generated from the ESH&H Section's Oracle database.  
[Fermilab Home Page](#) [ES&H Home Page](#) [Fermilab At Work](#) [Security Desk](#)

If you have a question, problem or suggestion please open a [Service Desk Ticket](#).

**Click here**

Internet 100%

# Step 8: Continue in the same manner through the lists of sub-questions until you come to the final page....



This is the final page before officially changing someone's ITNA.

The courses you see listed at the bottom are what is required by the ITNA process you have nearly completed. Some may be courses that the employee has already completed (such as New Employee Orientation).

If you would like the employee to take a new course that was not flushed out by the ITNA process, then select the course from the pull-down menu, and click "No add the course listed below."

Finally, click "Yes" once you have selected all the courses needed.

| Course Code                   | Course Title   | Reason   |
|-------------------------------|--|--|
| <a href="#">FN000034 / CR</a> | New Employee/User ES&H Orientation                       | Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question) |
| <a href="#">FN000156 / CR</a> | Hazard Communication                                     | Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question) |
| <a href="#">FN000199 / CR</a> | PPE (Personal Protective Equipment) Availability And Use | Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question) |
| <a href="#">FN000241 / CR</a> | GERT - (General Employee Radiation Training)             | Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question) |
| <a href="#">FN000313 / CR</a> | Sexual Harassment Training For FNAL Employees            | Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question) |
| <a href="#">FN000377 / CR</a> | Environmental Management System (EMS)                    | Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question) |
| <a href="#">FN000387 / CR</a> | Electrical Safety Orientation                            | Is this person an employee or contract employee of Fermilab currently working (or soon to be working) on-site? (Lab employees who work off-site or are on extended leave DO NOT check this question) |
| <a href="#">FN000374 / CB</a> | Basic Computer Security                                  | Will the individual use any Fermilab computing systems, including desktops and laptops?  |
| <a href="#">FN000178 / CR</a> | Waste Coordinator and Storm Water Pollution Prevention   | Will individual be assigned duties as a Waste Coordinator?   |
| <a href="#">FN000324 / CR</a> | Computer Workstation Ergonomics                          | Does the employee work at a computer greater than 3 hours per day, or are you aware of any condition that may be aggravated from working at a computer?  |

After clicking “Yes” you will be taken to a summary of the employee’s training requirements.

At this time the employee’s ITNA is complete. You may enter another employee ID number and apply the exact same ITNA to them by clicking “Apply ITNA to Additional Person.”

**Individual Training Needs Assessment (ITNA)**

Note: You may apply the changes to another person based on this ITNA questionnaire if the responses are identical.

Employee  Visitor  Contractor  Other -- [Name Search](#) -- [Fermilab Phone Book](#)

[Apply ITNA to Additional Person](#)

Femi ID: 13477N      Department: ES/EP  
Name: Amber M Larson      Supervisor: Eric D Mieland  
Phone: 2977      [ITNA: 11/09/2009 Eric D Mieland](#)  
Mail Station: 119

This is the new **Individual Training Plan** for  
Larson, Amber M

Note: Completed, non-recurring courses are not listed on Training Plans.  
Printer Friendly Version: [Training Plan](#) -- [Training Summary](#)

Click on the **Course Code** to enroll in a class (if available).  
Click on the **Class Code** to view the roster of the class you completed.

| Course Code                   | Course Title   | Complete Date | Due Date   | Status          | Class Code            |
|-------------------------------|--|---------------|------------|-----------------|-----------------------|
| <a href="#">ES000012 / CR</a> | Fire Extinguisher Use                                  | 07/15/2008    | 07/31/2011 | Complete        | <a href="#">59790</a> |
| <a href="#">FN000001 / CR</a> | CPR  | 09/03/2009    | 09/30/2011 | Complete        | <a href="#">63516</a> |
| <a href="#">FN000003 / CR</a> | Confined Spaces  | 09/22/2008    | 09/30/2011 | Complete        | <a href="#">59104</a> |
| <a href="#">FN000024 / CR</a> | Respiratory Protection                                 | 12/15/2008    | 12/31/2009 | Due in 52 days  | <a href="#">61797</a> |
| <a href="#">FN000029 / CR</a> | O.D.H Training   | 10/19/2009    | 10/31/2010 | Complete        | <a href="#">61866</a> |
| <a href="#">FN000125 / CR</a> | Material Move Survey                                   | 02/05/2008    | 02/28/2010 | Complete        | <a href="#">59226</a> |
| <a href="#">FN000178 / CR</a> | Waste Coordinator and Storm Water Pollution Prevention | 11/12/2008    | 11/30/2009 | Due in 21 days  | <a href="#">61682</a> |
| <a href="#">FN000194 / CR</a> | NEPA Review Training                                   | 04/08/2009    | 04/30/2010 | Complete        | <a href="#">62549</a> |
| <a href="#">FN000240 / CR</a> | Waste Generator  | 10/30/2007    | 10/31/2009 | Past Due        | <a href="#">58750</a> |
| <a href="#">FN000265 / CR</a> | Outdoor Safety   | -             | 11/09/2009 | New Requirement |                       |
| <a href="#">FN000201 / CR</a> | Biological Waste (CB)                                  | 04/02/2008    | 04/30/2010 | Complete        | <a href="#">50274</a> |

# Want to get Fancy???



You can restore archived ITNAs!

The table at the bottom of the screen (see Step 5) allows you to return an employee's training requirements to some point in the past.

For example, an employee worked temporarily for a project that required Fall Protection Training. The diligent supervisor updated the employee's ITNA to include the Fall Protection requirement. When the project was finished (and Fall Protection Training no longer required), the diligent supervisor restored the employee's ITNA to the previous version before the start of the special project. This was of minimal disruption to the diligent supervisor.

Individual Training Needs Assessment (ITNA)

ITNA for Amber M Larson

Enter the Fermi ID of the person who answered the ITNA questions for Amber M Larson. In most cases this is the person's supervisor. Do not enter your Fermi ID if you are simply performing the data entry function for someone else. If the Fermi ID field is left blank YOUR Fermi ID will be recorded.

09101N  Employee VisCor Contractor Other -- [Name Search](#) -- [Fermilab Phone Book](#)

09101N = Eric D. Mieland

ITNA Archives

You may restore an archived ITNA by selecting it from the list below and clicking restore.

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| <a href="#">View</a> Martha E. Michels | Amber M Larson    | 05:23:07 09:32 AM | 07:30:07 10:21 AM |
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