

# What Can TRAIN Do For You?

*A quick “how-to” for employees and visitors*

# Step 1: Finding TRAIN

- Start at the ES&H Section's home page (see URL at bottom of slide)
- Click "Training Page"

The screenshot shows the ES&H at Fermilab website. The header includes the Fermilab logo and the U.S. Department of Energy logo. The navigation bar contains links for Home, Phone Book, and Fermilab at Work, along with a search bar. The main content area is divided into several sections:

- Home**: A sidebar menu with links to Resources, ES&H Forms, Take 5 for Goal Zero, D/S/C ES&H, FAQs, Training, FESHM, FRCM, Engineering Notes, Email Contact List, DocDB, Fire Department, Security, and Service Desk.
- ES&H at Fermilab**: A main heading with a sub-heading "ES&H at Fermilab" and a paragraph: "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." Below this is a link to "Find the Fermilab ES&H Status Report here" and another link to "Find more ES&H tips here and here."
- ES&H Bulletins**: A list of recent updates with dates and brief descriptions.
- In Case of Emergency Dial 3131**: A yellow banner.
- Recent Updates**: A list of recent updates including "ES&H Leading / Logging Indicators Scheduling Meeting ES&H Status Lessons Learned Safety Tip of the Week Porcelain Press FESHM Chapter Status Comment on Draft FESHM Chapters".
- Quick Links**: A list of quick links including "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", and "frESHTRK".
- ES&H Pages For:** A dropdown menu with "Fermilab ES&H" selected.
- Quick Links:** A dropdown menu with "Select..." selected.
- ES&H Mailing List:** A dropdown menu with "Select..." selected.
- FNAL Medical Office**: A list of links including "Medical Page", "WAAP", "When do I need a Form 5?", "Illness/Injury Evaluation Form 5", "Flu Information", "Worker Compensation", "General Patient Information Links", and "FESHM 5300 Occupational Medicine".
- Safety and Industrial Hygiene**: A list of links including "Industrial Hygiene Page", "SSO Contacts", "SSO Page", "Users Safety", "Traffic Safety", "Ergonomics", "Industrial Hygiene Contacts", "Temperature Extremes", "OSHA", and "CAIRS".
- Environmental Protection**: A list of links including "Environmental Officer Page", "Recycling and Waste", "NEPA", "Environmental Officer Contacts", "FESHM (8000 series)", "Green House Gases", "Environmentally Preferable Purchasing", "Excess Chemical List", and "Personal Computing Environmental Policy".
- Training**: A list of links including "Training Page", "Individual Training Needs Assessment (ITNA) Tutorial", "What can TRAIN do for you?", "ITNA", "Training Plans", "Class Schedule", and "Course Handout Material".
- Radiation Protection**: A list of links including "RSO Page", "Radiation Safety Call List", "Radiation Training", "FRCM", "Dosimetry and Badges", "Radiation / Lessons Learned", "Radiation Safety Call List", "Radiological Control Org Chart", "Proper Usage of Radioactive Sources at Fermilab", and "Rad, Chemical, & Hazardous Waste".
- Emergency Management**: A list of links including "Emergency Management Page", "Severe Weather Info", "FNAL Emergency Plan", "Emergency Drill Information", "Warning Signals", and "Onsite Response to Emergencies".

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

# Step 1: Finding TRAIN

- Start at the ES&H Section's home page (see URL at bottom of slide)
- Click "Training Page"

The screenshot displays the ES&H at Fermilab website. The header includes the Fermilab logo and the U.S. Department of Energy logo. The main navigation menu on the left lists: Home, Resources, ES&H Forms, Take 5 for Goal Zero, D/S/C ES&H, FAQs, Training, FESHM, and FRCM. The 'Training' link is highlighted with a yellow oval and a black arrow pointing to it. The 'Training' section lists: Training Page, Individual Training Needs Assessment (ITNA) Tutorial, What can TRAIN do for you?, ITNA, Training Plans, Class Schedule, and Course Handout Material. Other sections visible include 'ES&H at Fermilab' with a description of their commitment to safety and health, 'In Case of Emergency Dial 3131', 'Recent Updates', 'Quick Links', 'FESHM 5300 Occupational Medicine', 'Radiation', and 'Emergency Management'.

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

# Step2: ES&H Training

•Click on  
“Individual  
Training Plans”

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

Fermilab: Home | Phone Book | Fermilab at Work | ES&H | Fermilab | Search

Home > Training

## ES&H Training

Fermilab employees, users, visitors and subcontractors must complete certain Environment, Safety and Health (ES&H) training before engaging in work activities. Training is intended to prepare you to recognize hazards, and to protect yourself and the environment by responding appropriately. Two systems work hand-in-hand to manage your training requirements, ITNA and TRAIN.

ITNA, or Individual Training Needs Assessment, is a questionnaire completed by your supervisor that determines your Individual Training Plan (ITP) based on the job tasks associated with your position. Supervisors or Fermilab points of contact complete the questionnaire because they are familiar with the employee/visitor's job duties, including the associated ES&H hazards, and must be updated once a year, or more frequently as job hazards change.

TRAIN is the system that you can use to manage your ITP. The ITP summarizes your training needs in a table. The ITP lists needed courses by name and course code, shows the training completion date, and the due date. As the due date draws near, TRAIN will send reminders to enroll in the course that is about to expire.

**Find ES&H Training:**

- Calendar
- Class Schedule
- Individual Training Plan

**ES&H Pages For:**  
Select...  
Fermilab ES&H

**Quick Links:**  
Select...

**ES&H Mailing Lists**

Employee Training Center	Administrative Functions	Reports
<ul style="list-style-type: none"><li>Individual Training Needs Assessment (ITNA) Tutorial</li><li>What can TRAIN do for you?</li><li>ITNA</li><li>Individual Training Plans</li><li>Training Calendar</li><li>Class Schedule</li><li>Course Handout Material</li><li>Enrollment Schedule</li><li>Online Testing Center</li><li>Training Attendance Form</li></ul>	<ul style="list-style-type: none"><li>Active Courses Not Linked to ITNA</li><li>Change Course Code</li><li>Charge Back</li><li>Course Completion Statistics</li><li>ES&amp;H New Course Number Form</li><li>Training Attendance Form</li><li>TRAIN Data Entry</li><li>TRAIN Data Entry Procedures</li><li>Email Utility - By Course</li><li>Email Utility - By Division/Section</li><li>Email Utility - By Job Function</li></ul>	<ul style="list-style-type: none"><li>Active Course List</li><li>Attendance Summary</li><li>Course Attendance by Class</li><li>Course Summary</li><li>Expired Training Matrix</li><li>Expired Training Report</li><li>ITNA LOG</li><li>ITNA Map</li><li>LSC Leading/Lagging Indicators</li><li>Matrix Training Report</li><li>Missed Training Report</li><li>Qualifications Reports</li><li>Qualifications Tickler</li><li>Source Training List</li><li>Supervisor Hierarchy Chart</li><li>Supervisor of Summer/Co-op</li><li>Students Report</li></ul>

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Fermilab | SECURITY, PRIVACY, LEGAL | HOME | HELP | PRESS ROOM

# Step2: Employee Training Center

•Click on  
“Individual  
Training Plans”

The screenshot shows the 'ES&H at Fermilab' website. The top navigation bar includes the Fermilab logo and the U.S. Department of Energy logo. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Home > Training'. The main content area is titled 'ES&H Training' and contains introductory text about training requirements and a link to the 'Employee Training Center'. The 'Employee Training Center' menu is highlighted, listing various resources such as 'Individual Training Needs Assessment (ITNA) Tutorial', 'What can TRAIN do for you?', 'ITNA', 'Individual Training Plans', 'Training Calendar', 'Class Schedule', 'Course Handout Material', 'Enrollment Schedule', 'Online Testing Center', and 'Training Attendance Form'. A blue box on the left points to the 'Individual Training Plans' link in the menu. The bottom of the page features the Fermilab logo and a footer with 'HOME | HELP | PRESS ROOM'.

ES&H at Fermilab

Fermilab | U.S. DEPARTMENT OF ENERGY

Fermilab: Home | Phone Book | Fermilab at Work

ES&H | Fermilab Search

Home > Training

ES&H Training

Fermilab employees, users, visitors and subcontractors must complete certain Environment, Safety and Health (ES&H) training before engaging in work activities. Training is intended to prepare you to recognize hazards, and to protect yourself and the environment by responding appropriately. Two systems work hand-in-hand to manage your training requirements, ITNA and TRAIN.

ITNA, or Individual Training Needs Assessment, is a questionnaire completed by your supervisor that determines your Individual Training Plan (ITP) based on the job tasks associated with your position. Supervisors or Fermilab points of contact complete the questionnaire because they are familiar with the employee/visitor's job duties, including the associated ES&H hazards, and must be updated once a year, or more frequently as job hazards change.

Find ES&H Training:

- Calendar
- Class Schedule
- Individual Training Plan

ES&H NEW EMPLOYEE ORIENTATION  
INDIVIDUAL TRAINING NEEDS ASSESSMENT  
INDIVIDUAL TRAINING PLAN

Employee Training Center

- Individual Training Needs Assessment (ITNA) Tutorial
- What can TRAIN do for you?
- ITNA
- Individual Training Plans
- Training Calendar
- Class Schedule
- Course Handout Material
- Enrollment Schedule
- Online Testing Center
- Training Attendance Form

Reports

- Active Course List
- Attendance Summary
- Course Attendance by Class
- Course Summary
- Expired Training Matrix
- Expired Training Report
- ITNA LOG
- ITNA Map
- LSC Leading/Lagging Indicators
- Matrix Training Report
- Missed Training Report
- Qualifications Reports
- Qualifications Tickler
- Source Training List
- Supervisor Hierarchy Chart
- Supervisor of Summer/Co-op
- Students Report

Fermilab

HOME | HELP | PRESS ROOM

# Step 3: Individual Training Plans

•Enter your Fermi ID, select appropriate type (Employee, Visitor, etc.)

•Click SUBMIT to view your Individual Training Plan

Individual Training Plans - Windows Internet Explorer provided by Fermi National Accelerator Lab

http://www-esh.fnal.gov/pls/default/itp.html

File Edit View Favorites Tools Help

Individual Training Plans

### Individual Training Plans

Enter one and only one of the following from this 1st section.

Fermi ID   Employee  Visitor  Contractor  Other [Name Search -- F](#)

Division/Section

Experiment Number  format E999

**Option 1: Select the report type.**

ITP (Individual Training Plan) lists only active courses with due dates.

ITS (Individual Training Summary) is similar to the ITP, however it lists the most current training dates for all courses taken, regardless of the active status and due dates.

ITH (Individual Training History) is a complete report of all training taken.

**Option 2: Report Sort Order.**

1st Sort	2nd Sort
<input type="radio"/> Supervisor	<input type="radio"/> Supervisor
<input type="radio"/> Name	<input type="radio"/> Name
<input type="radio"/> Complete Date	<input checked="" type="radio"/> Complete Date
<input type="radio"/> Due Date	<input type="radio"/> Due Date
<input type="radio"/> Course Code	<input type="radio"/> Course Code
<input checked="" type="radio"/> Course Title	<input type="radio"/> Course Title

**Option 3: Qualifications.**

Do you wish to include qualifications on the report?  
 Yes  No

**Option 4: Additional options for ITS report only.**

Suppress inactive training from ITS report

Suppress discontinued courses from ITS from report

**Option 5: Supervisor Report.**

Run a Supervisor Report for the Fermi ID specified in the search criterion.

Option 1: Defaults to ITS – a summary of all training regardless of its status

# Training Plans

•Enter your Fermi ID, select appropriate type (Employee, Visitor, etc.)

•Click SUBMIT to view your Individual Training Plan

Individual Training Plans - Windows Internet Explorer provided by Fermi National Accelerator Lab

http://www-esh.fnal.gov/pls/default/itp.html

File Edit View Favorites Tools Help

Individual Training Plans

### Individual Training Plans

Enter one and only one of the following from this 1st section.

Fermi ID   Employee  Visitor  Contractor  Other -- [Name Search](#) -- F

Division/Section

Experiment Number  format E999

**Option 1: Select the report type.**

ITP (Individual Training Plan) lists only active courses with due dates.

ITS (Individual Training Summary) is similar to the ITP however it lists the most current training dates for all courses taken, regardless of the active status and due dates.

ITH (Individual Training History) is a complete report of all training taken.

**Option 2: Report Sort Order.**

1st Sort	2nd Sort
<input type="radio"/> Supervisor	<input type="radio"/> Supervisor
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<input type="radio"/> Complete Date	<input checked="" type="radio"/> Complete Date
<input type="radio"/> Due Date	<input type="radio"/> Due Date
<input type="radio"/> Course Code	<input type="radio"/> Course Code
<input checked="" type="radio"/> Course Title	<input type="radio"/> Course Title

**Option 3: Qualifications.**

Do you wish to include qualifications on the report?  
 Yes  No

**Option 4: Additional options for ITS report only.**

Suppress inactive training from ITS report

Suppress discontinued courses from ITS from report

**Option 5: Supervisor Report.**

Run a Supervisor Report for the Fermi ID specified in the search criterion.

Option 2: Sorting options  
– Defaults to Course tile  
and Complete Date

# Training Plans

•Enter your Fermi ID, select appropriate type (Employee, Visitor, etc.)

•Click SUBMIT to view your Individual Training Plan

Individual Training Plans - Windows Internet Explorer provided by Fermi National Accelerator Lab

http://www-esh.fnal.gov/pls/default/itp.html

File Edit View Favorites Tools Help

Individual Training Plans

### Individual Training Plans

Enter one and only one of the following from this 1st section.

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

Division/Section

Experiment Number  format E999

**Option 1: Select the report type.**

ITP (Individual Training Plan) lists only active courses with due dates.

ITS (Individual Training Summary) is similar to the ITP, however it lists the most current training dates for all courses.

ITH (Individual Training History) is a complete report of all training taken.

**Option 2: Report Sort Order.**

1st Sort	2nd Sort
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<input type="radio"/> Name	<input type="radio"/> Name
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<input type="radio"/> Due Date	<input type="radio"/> Due Date
<input type="radio"/> Course Code	<input type="radio"/> Course Code
<input checked="" type="radio"/> Course Title	<input type="radio"/> Course Title

**Option 3: Qualifications.**

Do you wish to include qualifications on the report?

Yes  No

**Option 4: Additional options for ITS report only.**

Suppress inactive training from ITS report

Suppress discontinued courses from ITS from report

**Option 5: Supervisor Report.**

Run a Supervisor Report for the Fermi ID specified in the search criterion.

Option 3: Include Qualifications – Respirator Fit test, ODH Medical, etc. Defaults to YES

# Training Plans

•Enter your Fermi ID, select appropriate type (Employee, Visitor, etc.)

•Click SUBMIT to view your Individual Training Plan

Individual Training Plans - Windows Internet Explorer provided by Fermi National Accelerator Lab

http://www-esh.fnal.gov/pls/default/itp.html

File Edit View Favorites Tools Help

Individual Training Plans

### Individual Training Plans

Enter one and only one of the following from this 1st section.

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

Division/Section

Experiment Number  format E999

**Option 1: Select the report type.**

ITP (Individual Training Plan) lists only active courses with due dates.

ITS (Individual Training Summary) is similar to the ITP, however it lists the most current training dates for all courses.

ITH (Individual Training History) is a complete report of all training taken.

**Option 2: Report Sort Order.**

1st Sort	2nd Sort
<input type="radio"/> Supervisor	<input type="radio"/> Supervisor
<input type="radio"/> Name	<input type="radio"/> Name
<input type="radio"/> Complete Date	<input checked="" type="radio"/> Complete Date
<input type="radio"/> Due Date	<input type="radio"/> Due Date
<input type="radio"/> Course Code	<input type="radio"/> Course Code
<input checked="" type="radio"/> Course Title	<input type="radio"/> Course Title

**Option 3: Qualifications.**

Do you wish to include qualifications on the report?

Yes  No

**Option 4: Additional options for ITS report only.**

Suppress inactive training from ITS report

Suppress discontinued courses from ITS from report

**Option 5: Supervisor Report.**

Run a Supervisor Report for the Fermi ID specified in the search criterion.

Option 4: Suppress inactive training or discontinued courses. Defaults to suppressing discontinued courses.

# Training Plans

•Enter your Fermi ID, select appropriate type (Employee, Visitor, etc.)

•Click SUBMIT to view your Individual Training Plan

Individual Training Plans - Windows Internet Explorer provided by Fermi National Accelerator Lab

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Individual Training Plans

### Individual Training Plans

Enter one and only one of the following from this 1st section.

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Division/Section

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ITP (Individual Training Plan) lists only active courses with due dates.

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ITH (Individual Training History) is a complete report of all training taken.

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<input type="radio"/> Name	<input type="radio"/> Name
<input type="radio"/> Complete Date	<input checked="" type="radio"/> Complete Date
<input type="radio"/> Due Date	<input type="radio"/> Due Date
<input type="radio"/> Course Code	<input type="radio"/> Course Code
<input checked="" type="radio"/> Course Title	<input type="radio"/> Course Title

**Option 3: Qualifications.**

Do you wish to include qualifications on the report?  
 Yes  No

**Option 4: Additional options for ITS report only.**

Suppress inactive training from ITS report

Suppress discontinued courses from ITS from report

**Option 5: Supervisor Report.**

Run a Supervisor Report for the Fermi ID specified in the search

Option 5: Supervisor's Report – check the box, put supervisor's id in at top, and submit. Report includes ALL employee Training Plans that supervisor is responsible for.

# Training Plans – Default Report

## TRAIN ITP

### Individual Training Summary

Fermi 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

*Information at top describes who this report is about.*

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="#">FN000364 / CR</a>	Back Works Refresher Training	04/18/2008	04/30/2011	Complete	<a href="#">59776</a>
<a href="#">FN000335 / CR</a>	Back Works-Functional Activities Training	03/28/2002	-	Complete	<a href="#">43179</a>
<a href="#">FN000374 / CB</a>	Basic Computer Security	05/19/2008	05/31/2011	Complete	<a href="#">59079</a>
<a href="#">FN000196 / CR</a>	Beryllium Handling	01/04/2006	-	Complete	<a href="#">53702</a>
<a href="#">PDCDF001 / CR</a>	CDF Supervised Access	04/10/2007	-	Inactive	<a href="#">57265</a>
<a href="#">FN000001 / CR</a>	CPR	09/03/2009	09/30/2011	Complete	<a href="#">63516</a>
<a href="#">FN000213 / CR</a>	Compressed Gas Cylinder Safety	04/26/2002	-	Complete	<a href="#">43201</a>
<a href="#">FN000324 / CR</a>	Computer Workstation Ergonomics	02/29/2008	02/28/2010	Complete	<a href="#">59504</a>
<a href="#">FN000003 / CR</a>	Confined Spaces	09/22/2008	09/30/2011	Complete	<a href="#">59104</a>
<a href="#">FN000115 / CR</a>	Cryogenic Safety (General)	10/28/2002	-	Complete	<a href="#">44978</a>
<a href="#">PDDZ0001 / CR</a>	D0 Hazard Awareness	10/28/2008	-	Inactive	<a href="#">59081</a>
<a href="#">FN000367 / CR</a>	EMS Team Training	-	11/09/2009	<b>New Requirement</b>	
<a href="#">FN000387 / CR</a>	Electrical Safety Orientation	03/25/2002	-	Inactive	<a href="#">42953</a>
<a href="#">FN000010 / CR</a>	Emergency Warden	07/15/2008	-	Inactive	<a href="#">60827</a>
<a href="#">FN000377 / CR</a>	Environmental Management System (EMS)	03/22/2005	-	Complete	<a href="#">51276</a>
<a href="#">FN000399 / CR</a>	Environmental Regulations - Federal	03/28/2007	-	Complete	<a href="#">57213</a>
<a href="#">FN000398 / CR</a>	Environmental Regulations - State	11/04/2009	11/30/2011	Complete	<a href="#">63811</a>

# Training Plans – Default Report

## TRAIN ITP

### Individual Training Summary

Fermi 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

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.

*The Course Code and Title describe the classes you have taken or need to take.*

Course Code	Course Title	Complete Date	Due Date	Status	Class Code
<a href="#">FN000364 / CR</a>	Back Works Refresher Training	04/18/2008	04/30/2011	Complete	
<a href="#">FN000335 / CR</a>	Back Works-Functional Activities Training	03/28/2002	-	Complete	
<a href="#">FN000374 / CB</a>	Basic Computer Security	05/19/2008	05/31/2011	Complete	
<a href="#">FN000196 / CR</a>	Beryllium Handling	01/04/2006	-	Complete	
<a href="#">PDCDF001 / CR</a>	CDF Supervised Access	04/10/2007	-	Inactive	
<a href="#">FN000001 / CR</a>	CPR	09/03/2009	09/30/2011	Complete	<a href="#">63516</a>
<a href="#">FN000213 / CR</a>	Compressed Gas Cylinder Safety	04/26/2002	-	Complete	<a href="#">43201</a>
<a href="#">FN000324 / CR</a>	Computer Workstation Ergonomics	02/29/2008	02/28/2010	Complete	<a href="#">59504</a>
<a href="#">FN000003 / CR</a>	Confined Spaces	09/22/2008	09/30/2011	Complete	<a href="#">59104</a>
<a href="#">FN000115 / CR</a>	Cryogenic Safety (General)	10/28/2002	-	Complete	<a href="#">44978</a>
<a href="#">PDDZ0001 / CR</a>	D0 Hazard Awareness	10/28/2008	-	Inactive	<a href="#">59081</a>
<a href="#">FN000367 / CR</a>	EMS Team Training	-	11/09/2009	<b>New Requirement</b>	
<a href="#">FN000387 / CR</a>	Electrical Safety Orientation	03/25/2002	-	Inactive	<a href="#">42953</a>
<a href="#">FN000010 / CR</a>	Emergency Warden	07/15/2008	-	Inactive	<a href="#">60827</a>
<a href="#">FN000377 / CR</a>	Environmental Management System (EMS)	03/22/2005	-	Complete	<a href="#">51276</a>
<a href="#">FN000399 / CR</a>	Environmental Regulations - Federal	03/28/2007	-	Complete	<a href="#">57213</a>
<a href="#">FN000398 / CR</a>	Environmental Regulations - State	11/04/2009	11/30/2011	Complete	<a href="#">63811</a>

# Training Plans – Default Report

## TRAIN ITP

### Individual Training Summary

Fermi 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

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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="#">FN000364 / CR</a>	Back Works Refresh	04/18/2008	04/30/2011	Complete	<a href="#">59776</a>
<a href="#">FN000335 / CR</a>	Back Works-Function	03/28/2002	-	Complete	<a href="#">43179</a>
<a href="#">FN000374 / CB</a>	Basic Computer Sec	05/19/2008	05/31/2011	Complete	<a href="#">59079</a>
<a href="#">FN000196 / CR</a>	Beryllium Handling	01/04/2006	-	Complete	<a href="#">53702</a>
<a href="#">PDCDF001 / CR</a>	CDF Supervised Acc	04/10/2007	-	Inactive	<a href="#">57265</a>
<a href="#">FN000001 / CR</a>	CPR	09/03/2009	09/30/2011	Complete	<a href="#">63516</a>
<a href="#">FN000213 / CR</a>	Compressed Gas Cy	04/26/2002	-	Complete	<a href="#">43201</a>
<a href="#">FN000324 / CR</a>	Computer Workstati	02/29/2008	02/28/2010	Complete	<a href="#">59504</a>
<a href="#">FN000003 / CR</a>	Confined Spaces	09/22/2008	09/30/2011	Complete	<a href="#">59104</a>
<a href="#">FN000115 / CR</a>	Cryogenic Safety (G	10/28/2002	-	Complete	<a href="#">44978</a>
<a href="#">PDDZ0001 / CR</a>	D0 Hazard Awarene	10/28/2008	-	Inactive	<a href="#">59081</a>
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<a href="#">FN000010 / CR</a>	Emergency Warden	07/15/2008	-	Inactive	<a href="#">60827</a>
<a href="#">FN000377 / CR</a>	Environmental Management System (EMS)	03/22/2005	-	Complete	<a href="#">51276</a>
<a href="#">FN000399 / CR</a>	Environmental Regulations - Federal	03/28/2007	-	Complete	<a href="#">57213</a>
<a href="#">FN000398 / CR</a>	Environmental Regulations - State	11/04/2009	11/30/2011	Complete	<a href="#">63811</a>

*The Complete Date describes when you took the associated course, and the Due Date describes when you'll need to take it again.*

*Courses that show no Due Date are typically courses that are not required to be repeated.*

# Training Plans – Default Report

*The Status column describes the status of the course with respect to this report.*

## TRAIN ITP

### Individual Training Summary

77N Department: ES/EP  
ber M Larson Supervisor: Eric D Mieland  
ITNA: 11/09/2009 Eric D Mieland

Click on the **Course Code** to enroll in a class (if available).

**COMPLETE:** A course which has been completed on the indicated Complete Date.

**INACTIVE:** A course that was completed on the Complete Date, but is NOT required by the person's Individual Training Needs Assessment (ITNA).

**NEW REQUIREMENT:** A course that has not been completed, but is identified as needed training in the person's ITNA.

*Other Status Possibilities Not Shown:*

- **Past Due** – training was not completed before the Due Date shown
- **Due in X days** – the training Due Date is approaching in X number of days.

Course Code

[FN000364 /](#)

[FN000335 /](#)

[FN000374 /](#)

[FN000196 /](#)

[PDCDF001 /](#)

[FN000001 /](#)

[FN000213 /](#)

[FN000324 /](#)

[FN000003 /](#)

[FN000115 /](#)

[PDDZ0001 /](#)

[FN000367 /](#)

[FN000387 /](#)

[FN000010 /](#)

[FN000377 /](#)

[FN000399 /](#)

[FN000398 /](#)

Due Date Status Class Code

4/30/2011 Complete [59776](#)

- Complete [43179](#)

5/31/2011 Complete [59079](#)

- Complete [53702](#)

- Inactive [57265](#)

9/30/2011 Complete [63516](#)

- Complete [43201](#)

2/28/2010 Complete [59504](#)

9/30/2011 Complete [59104](#)

- Complete [44978](#)

- Inactive [59081](#)

1/09/2009 **New Requirement**

- Inactive [42953](#)

- Inactive [60827](#)

- Complete [51276](#)

- Complete [57213](#)

1/30/2011 Complete [63811](#)

# Training Plans – Default Report

## TRAIN ITP

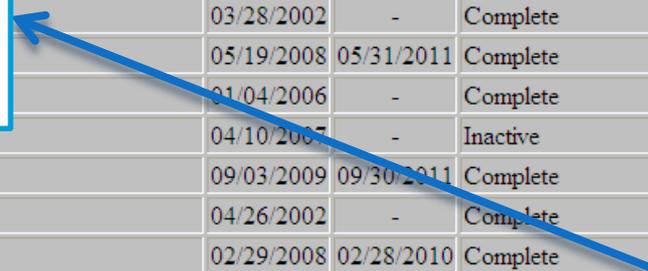
### Individual Training Summary

Fermi 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

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="#">FN000364 / CR</a>	Back Works Refresher Training	04/18/2008	04/30/2011	Complete	<a href="#">59776</a>
<a href="#">FN000335 / CR</a>	Back Works-Functional Activi	03/28/2002	-	Complete	<a href="#">43179</a>
<a href="#">FN000374 / CB</a>	Basic Computer Security	05/19/2008	05/31/2011	Complete	<a href="#">59079</a>
<a href="#">FN000196 / CR</a>	Beryllium Handling	01/04/2006	-	Complete	<a href="#">53702</a>
<a href="#">PDCDF001 / CR</a>	CDF Supervised Access	04/10/2007	-	Inactive	<a href="#">57265</a>
<a href="#">FN000001 / CR</a>	CPR	09/03/2009	09/30/2011	Complete	<a href="#">63516</a>
<a href="#">FN000213 / CR</a>	Compressed Gas Cylinder Safety	04/26/2002	-	Complete	<a href="#">43201</a>
<a href="#">FN000324 / CR</a>	Computer Workstation Ergonomics	02/29/2008	02/28/2010	Complete	<a href="#">59504</a>
<a href="#">FN000003 / CR</a>	Confined Spaces	09/22/2008	09/30/2011	Complete	<a href="#">59104</a>
<a href="#">FN000115 / CR</a>	Cryogenic Safety (General)	10/28/2002	-	Complete	<a href="#">44978</a>
<a href="#">PDDZ0001 / CR</a>	D0 Hazard Awareness	10/28/2008	-	Inactive	<a href="#">59081</a>
<a href="#">FN000367 / CR</a>	EMS Team Training	-	11/09/2009	New Requirement	
<a href="#">FN000387 / CR</a>	Electrical Safety Orientation	03/25/2002	-	Inactive	<a href="#">42953</a>
<a href="#">FN000010 / CR</a>	Emergency Warden	07/15/2008	-	Inactive	<a href="#">60827</a>
<a href="#">FN000377 / CR</a>	Environmental Management System (EMS)	03/22/2005	-	Complete	<a href="#">51276</a>
<a href="#">FN000399 / CR</a>	Environmental Regulations - Federal	03/28/2007	-	Complete	<a href="#">57213</a>
<a href="#">FN000398 / CR</a>	Environmental Regulations - State	11/04/2009	11/30/2011	Complete	<a href="#">63811</a>

*The Class Code shows the roster, date, and time for the specific class this person attended.*



# Step 4: Employee Training Center, Continued

## Employee Training Center

Individual Training Needs Assessment  
(ITNA) Tutorial  
What can TRAIN do for you?  
ITNA  
Individual Training Plans  
Training Calendar  
Class Schedule  
Course Handout Material  
Enrollment Schedule  
Online Testing Center  
Training Attendance Form

**Individual Training Needs Assessment (ITNA) Tutorial** - a slide presentation describing how to complete the ITNA process.

**What can TRAIN do for you?** - the slide presentation you are currently viewing that describes how employees may utilize TRAIN.

**ITNA** - A link to the ITNA questionnaire.

**Training Calendar** - view the monthly ES&H class schedule in calendar format.

**Class Schedule** - Click here, enter your Fermi ID, submit, and the scheduled courses are shown in list format.

**Course Handout Material** - Many courses have associated training materials. Find those resources here.

**Enrollment Schedule** - Enter any ID to find out courses to which it has been enrolled.

**Online Testing Center** - Select course, and enter ID complete training online (when available).

**Training Attendance Form** - Sign-in sheet for classroom training attendance.

# Calendar

## TRAIN Monthly Class Schedule

Previous

October 2010

Next

Monday	Tuesday	Wednesday	Thursday
4	5	6	7
11	12	13	14
18 <ul style="list-style-type: none"> <li>• <a href="#">08:30 Primavera Risk Analysis (Pertmaster)</a></li> <li>• <a href="#">13:00 New Employee/User ES&amp;H Orientation</a></li> </ul>	19 <ul style="list-style-type: none"> <li>• <a href="#">08:30 Fermilab Controlled Access (CE)</a></li> <li>• <a href="#">08:30 TD Bruker XRF Operator Training</a></li> <li>• <a href="#">09:00 NuMI/MINOS Underground Safety Training</a></li> <li>• <a href="#">10:00 Waste Generator</a></li> </ul>	20 <ul style="list-style-type: none"> <li>• <a href="#">08:30 Job Descriptions and Employment</a></li> <li>• <a href="#">08:30 Word 2007: New Features</a></li> <li>• <a href="#">13:00 Excel 2007: New Features</a></li> </ul>	21 <ul style="list-style-type: none"> <li>• <a href="#">08:00 Forklift Operator T</a></li> <li>• <a href="#">09:00 CPR</a></li> <li>• <a href="#">09:30 Radiological Worke</a></li> <li>• <a href="#">11:30 Fermilab Controlle</a></li> <li>• <a href="#">13:00 Fermilab Controlle</a></li> </ul>
25 <ul style="list-style-type: none"> <li>• <a href="#">09:00 CPR</a></li> <li>• <a href="#">09:00 FermiGrid 201: Scripting and Running Grid Jobs</a></li> <li>• <a href="#">10:00 O.D.H Training</a></li> <li>• <a href="#">11:00 GERT - (General Employee Radiation Training)</a></li> <li>• <a href="#">13:00 FermiGrid 202: Grid Storage Access</a></li> <li>• <a href="#">14:00 Emergency Warden</a></li> </ul>	26 <ul style="list-style-type: none"> <li>• <a href="#">08:30 Fermilab Controlled Access (CE)</a></li> <li>• <a href="#">09:00 Introduction to COMSOL Multiphysics 4.1 and Its Electromagnetic Waves Simulation Capabilities</a></li> <li>• <a href="#">09:30 Fall Protection Orientation</a></li> <li>• <a href="#">12:00 Crane Operator Training</a></li> <li>• <a href="#">13:00 Introduction to COMSOL Multiphysics 4.1 and Its Electromagnetic Waves Simulation Capabilities</a></li> </ul>	27 <ul style="list-style-type: none"> <li>• <a href="#">07:30 Crane Operator Training</a></li> <li>• <a href="#">08:30 Behavioral Interviewing</a></li> <li>• <a href="#">08:30 Radiological Worker (CR)</a></li> </ul>	28 <ul style="list-style-type: none"> <li>• <a href="#">07:30 Crane Operator Tr</a></li> <li>• <a href="#">08:30 GD&amp;T Introduction Fundamental Principles</a></li> <li>• <a href="#">08:30 Outlook 2007: New</a></li> <li>• <a href="#">09:30 Radiological Worke</a></li> <li>• <a href="#">11:30 Fermilab Controlle</a></li> <li>• <a href="#">13:00 Fermilab Controlle</a></li> <li>• <a href="#">13:00 PowerPoint 2007: M</a></li> </ul>

# Class Schedule

## TRAIN Class Schedule

Click on a course below for a schedule of classes.

Can't find the course you need in the list at the left? Use the link below to send a request to the course contact. [Find Unscheduled Courses](#)

### Safety Training

- [Back Works Refresher Training](#) (Online Test Available)
- [CPR](#)
- [Compressed Gas Cylinder Safety](#)
- [Computer Workstation Ergonomics](#) (Online Test Available)
- [Confined Spaces](#) (Online Test Available)
- [Crane Operator Training](#)
- [ES&H for Supervisors](#) (Online Test Available)
- [Electrical Safety in the Workplace \(NFPA 70E\)](#) (Online Test Available)
- [Emergency Warden](#)
- [Fermilab Controlled Access](#)
- [Fermilab Controlled Access \(Evaluation\)](#)
- [GERT - \(General Employee Radiation Training\)](#) (Online Test Available)
- [Hearing Conservation](#) (Online Test Available)
- [Job Hazard Analysis](#) (Online Test Available)
- [Lockout/Tagout Level 2](#) (Online Test Available)
- [Material Move Survey](#)
- [New Employee/User ES&H Orientation](#) (Online Test Available)
- [NuMI/MINOS Underground Safety Training](#) (Online Test Available)
- [O.D.H Training](#) (Online Test Available)
- [Overview of Fermilab's Price Anderson Amendments Act \(PAAA\) Program](#) (Online Test Available)
- [Pressure Safety Orientation](#) (Online Test Available)
- [Radioactive Source Training \(CR\)](#) (Online Test Available)
- [Radiological Worker \(CR\)](#)
- [Suspect Counterfeit Item Identification](#) (Online Test Available)
- [Suspect Counterfeit Item Program](#) (Online Test Available)
- [Tech Shop Safety](#)
- [Traffic Safety Awareness](#) (Online Test Available)
- [Waste Generator](#)

Select a Training Category:

[View Another Category](#)

[Drop a Class](#)

NOTE: If the class you need to take is not scheduled, do not hesitate to request it via "Find Unscheduled Courses" link, or by emailing the associated contact.

# Course Handout Material

TRAIN Active Course List - Windows Internet Explorer provided by Fermi National Accelerator Lab

http://www-esh.fnal.gov/pls/default/course\_list.rpt?this\_training\_type=&flag=M the shephard

File Edit View Favorites Tools Help

TRAIN Active Course List x EPA Sets 2009 SPCC Amend...

## TRAIN Active Course List

Training Group: ALL

Course Title	Requal Interval	Retention Period Years	Resp. Org	Contact Name	Hours	Reporting Category
<a href="#">LS000681/CR</a> C++ Templates and Template Metaprogramming Description: To introduce and apply the syntax and semantics of C++ function templates and class templates. To understand common template-based programming practices and techniques, including generic programming, traits, concepts, and adaptors. To understand techniques of C++ template metaprogramming, including compile-time type computations, algorithms, and control structures. Reference Material: <a href="#">See the course description.</a>	0	75	WR	Nicole M Gee	8	NR
<a href="#">LS000804/CR</a> Accelerated C++ Short Course Description: To learn quickly how to write useful programs in modern standard C++ and to focus on solving problems. Reference Material: <a href="#">Instructor's web page</a>	0	75	WR	Walter E Brown	22	NR
<a href="#">FN000284/CR</a> ALARA Principles & Documentation Description: Overview of Fermilab's ALARA Program Reference Material: <a href="#">RCT ALARA Program</a>	0	75	ES	Kathy J Graden	2	QL
<a href="#">WDRS0027/CR</a> Altera's Quartus II Software Design Series: Optimization Description: *Define physical region constraints for an FPGA design using LogicLock regions *Manage user-defined design partitions using the Quartus II incremental compilation flow *Apply incremental compilation to the top-down & bottom-up design flows *Use Quartus II software settings to improve internal & I/O timing, reduce logic resource usage & lower power consumption *Choose recommended HDL coding styles *Run Design Space Explorer to select optimal setting for full or partial designs Reference Material: <a href="#">TimeQuest Timing Analyzer (free online training)</a> , <a href="#">The Quartus II Software Design Series: Foundation (free online training)</a>	0	75	WR	Nicole M Gee	8	NR
<a href="#">WDRS0026/CR</a> Altera's Quartus II Software Design Series: Timing Analysis Description: *Perform basic timing analysis with TimeQuest *Create all required timing constraints (clock, I/O, multicycle, false paths) to fully constrain your FPGA design *Write & manipulate SDC files for analysis & to control the compilation *Apply timing constraints to the design to guide the Fitter to meet timing requirements *Analyze timing with detailed TimeQuest reports Reference Material: <a href="#">Altera's Quartus II Software Design Series: Foundation</a> , <a href="#">TimeQuest Timing Analyzer</a>	0	75	WR	Nicole M Gee	8	NR
<a href="#">FN000251/CR</a> Asbestos Awareness Training	0		ES	Dave Baird Jr	1	NR

# Online Testing Center

## ES&H Testing Center

Select an online test.

GERT - (General Employee Radiation Training) [FN000241/CR] 1

Enter your Fermi ID

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

Submit

## ES&H Testing Center

Course GERT - (General Employee Radiation Training) [FN000241/CR/00]

Prerequisites NONE

Prerequisite Course

Requal. Interval 24 Months

Contact [Joel J. Kofron](#)

Reference Material [GERT Handout Material](#)

[\\*VIEW THIS FIRST\\* Online GERT Presentation](#)

Target Audience All Employees who are NOT trained as a Radiological Worker

Objective Discuss: terminology, sources of radiation, ionizing/non-ionizing radiation, biological effects, alara, control of radioactive material, radiation emergencies.

Course Content Handout, video, discussion, and quiz.

Instructors Only [Tickler](#)

Click the "Request Test" button below to request an access code to complete an online test for the course listed above. You will receive an email with a URL. The URL will give you access to the online test. **Please note that the test must be completed within 48 hours of your request.**

Request Test

According to our records, your email address is: [tamber@fnal.gov](mailto:tamber@fnal.gov)

# Enrollment Schedule

## TRAIN Enrollment Schedule

Select a Course

Select an Organization

Enter a Fermi ID   Employee  Visitor  Contractor  Other -- [Name Search](#) -- [Fermilab Phone Book](#)

Note: Entering a Fermi ID ignores Course and Organization search criteria.

Sort Order

## TRAIN Enrollment Schedule

**15280N Angela M Sands**

Class Code	Course	Class Date	Location	Instructor
<a href="#">63926</a>	Computer Workstation Ergonomics	02/17/10 02:00 PM	IB4 Conf Rm - N door on E side of IB4, 2nd floor	<a href="#">Bridget K Scerini</a>

The data on this page were generated from the ES&H Section's Oracle database on November 24, 2009 03:11 PM (US/Central) If you have a question, problem or s  
[Fermilab Home Page](#) [ES&H Home Page](#) [Fermilab At Work](#) [Security, Privacy, Legals](#)

# Step 5: Any Questions??

- Contact your D/S/C's ES&H Group for help!

