
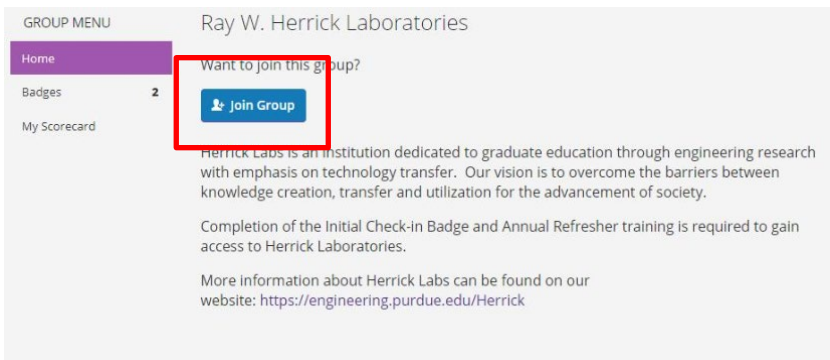
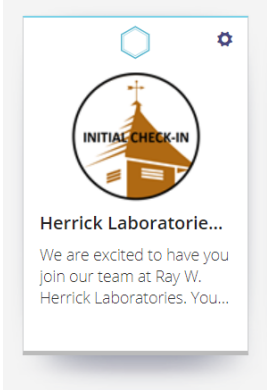


This Quick Reference Guide outlines the process for completing the required Check-in process for Ray W. Herrick Laboratories through Passport.

<p>Access the Passport via https://www.openpassport.org/Group/herrick</p>	
<p>1. Join the Ray W. Herrick Laboratories Passport Group</p>	
<p>Navigate to the Herrick Laboratories Check-in (Initial) Badge</p>	

Review the information on the badge page. The challenges can be completed in any order.

Attending a PPE Training is required before completing the quiz.

Once you are ready to begin, click the blue **Get Started** button.



Issuer:
Passport by Purdue

Organization:
Purdue University

Created by:
Ashley Ancil, May 10 2021

Expires:
Never

Learning Outcomes
Once this badge has been completed you will have access to work in Herrick Labs.

Herrick Laboratories Check-in (Initial)

☆ Get started

We are excited to have you join our team at Ray W. Herrick Laboratories. Your safety is of upmost importance to us and our onboarding process reflects this. Onboarding for Herrick labs consists of multiple challenges that must all be completed. Specific information is included on each challenge. If you have questions at any point in the process that your PI cannot answer, please reach out to Sara Mellady (sjmellad@purdue.edu) or Sarah Williams (sarahw@purdue.edu)

You can complete the challenges in any order but all must be completed to gain access to Herrick Labs. Annual refresher training will occur each year in January and you must complete the refresher training to maintain access to Herrick Labs.

Challenges

- Check-in Survey ▾
- Hazard Communication Training - Comprehensive ▾
- Building Emergency Plan Review ▾
- PPE Training ▾

Check-in Survey

- Click the link to the Qualtrics survey under the instructions. This will navigate you to a new page where you will enter information necessary to access the labs.
- Once you have completed the survey, you will receive and email to your Purdue email. *If you do not see this email, check your junk mail.*
- Save this email as a .pdf
- Click Begin this Challenge
- Attach your saved .pdf under "Add Resources"
- Submit
- Your submission will be checked by a staff member and approved. You will receive emails regarding the status of the submission.



CHALLENGES

Check-in Survey

Hazard Communication...

Building Emergency Pla...

PPE Training

Check-in Survey

Herrick Laboratories Check-in (Initial)

Instructions

Please complete the Check-in Survey available here:

https://purdue.ca1.qualtrics.com/jfe/form/SV_e3RFw8hGvUayZEi

Once complete the survey, you will receive an email with the information. Attach a .pdf of that email below.

✍ Begin this Challenge



Ashley's Submission

You must include a **document** to complete this submission.

Add resources (a document is required)



AncilCheckinSurvey.pdf
208.9 KB



Add:  Document

Hazard Communication Training

- Navigate to the next Challenge
- Follow the link to view the Hazard Communication Training in REM's website.
- After watching the video, complete the Qualtrics form linked on that page.
- Once you have completed the survey, you will receive an email to your Purdue email. *If you do not see this email, check your junk mail.*
- Save this email as a .pdf
- Click Begin this Challenge
- Attach your saved .pdf under "Add Resources"
- Submit
- Your submission will be checked by a staff member and approved. You will receive emails regarding the status of the submission.

Hazard Communication Training - Comprehensive


Herrick Laboratories Check-in (Initial)

Instructions

View the Hazard Communication Comprehensive Training Video on REM's website, available

here: <https://www.purdue.edu/ehps/rem/training/hazcom/hazcomcompnew/hazcomcompnew>

Once completed, log your participation in the Qualtrics form linked on that page. Attach a screenshot or a .pdf copy of the email as proof of completion.

 **Begin this Challenge**



[Click to view the training video in another window.](#)

[Click to log your participation in the training.](#)



Ashley's Submission


You must include **a document** to complete this submission.

Add resources *(a document is required)*



HazCom.pdf
150.5 KB



Add:  Document

Building Emergency Plan

- Review the building emergency plan(s) for buildings you will be in.
- Click Begin this Challenge
- Complete the short quiz. You must score 100%.

Building Emergency Plan Review

Herrick Laboratories Check-in (Initial)


Instructions

Review the Herrick Laboratories Building Emergency Plan(s) for all buildings you will be accessing.

[HLAB](#)

[HERL](#)

[GRS](#)

 **Begin this Challenge**

PPE Training

- Email Ashley Ancil to schedule a training. Training can normally be completed within a week.
- After attending a PPE Training, click Begin this Challenge
- Complete the short quiz. You must score 100%.


PPE Training

Herrick Laboratories Check-in (Initial)

Instructions

Contact Ashley Ancil (aancil@purdue.edu) to attend a PPE Training.

Once you have attended a PPE Training, complete the quiz. You will not receive the badge until both steps have been completed.

 **Begin this Challenge**

Once completed, your badge submissions will be reviewed by Herrick Staff. If all requirements have been met, you will be given swipe access.

Passport submissions will be reviewed once a day. Anticipate waiting 24-48 hours before gaining access.

Annual recertification is necessary and will occur in January each year. You will receive a reminder with a link and instructions to a Refresher Training badge for that year.

If you have any questions, contact Sara Mellady (sjmellad@purdue.edu) or Sarah Williams (sarahw@purdue.edu).

My Earned Badges **3**

