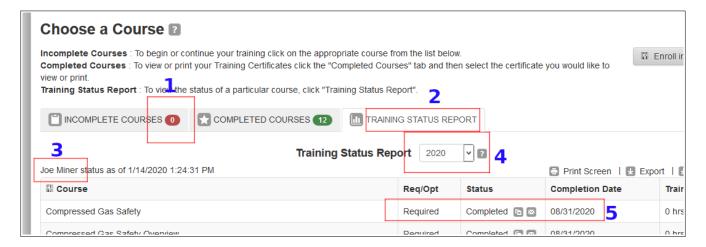
## Providing Proof of GLST Completion

In order to comply with university policy<sup>1</sup>, the Missouri S&T Department of Environmental Health and Safety mandates that "all faculty, staff, and students who work in a laboratory" must complete the General Lab Safety Training (GLST), and must do so every two years. Currency on GLST is required prior to receiving instrument training and as a prerequisite for receiving and retaining card swipe access to the Shared Instrument Lab.<sup>2</sup>

To check your training status, browse to <a href="https://ehs.mst.edu/trainingindex/">https://ehs.mst.edu/trainingindex/</a> and click on the "training status report" tab. You should see a screen which includes information similar to what it shown in the image below.



Please verify the following (according to the numbers in the image above):

- 1. the number of incomplete courses is zero
- 2. that you have the training status report tab on top
- 3. your name should be clearly shown
- 4. be sure to select the year in which you completed the training; if the completion dates include two different years, you will need to submit a report from both years
- 5. for each required module, the status should be "completed" and the completion date should be shown; if the completion date is close to or longer than two years ago, you should re-take that module

Once you have verified the above items, take a screen shot of the page (or pages, as appropriate) and email it to Dr. Leigh, <a href="mailto:leighn@mst.edu">leighn@mst.edu</a>.

<sup>1</sup> See https://www.umsystem.edu/ums/policies/general\_administration/safety\_risk\_management

<sup>2</sup> If you have card swipe access to the Shared Instrument Lab, you will receive a single notice prior to the expiration of your GLST and advising you to update. If you do not provide updated completion records, your access to the lab will be rescinded when your training lapses.