

Providing Proof of GLST Completion

In order to comply with university policy¹, 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.²

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

The screenshot shows the 'Choose a Course' page with three tabs: 'INCOMPLETE COURSES' (0), 'COMPLETED COURSES' (12), and 'TRAINING STATUS REPORT'. The 'TRAINING STATUS REPORT' tab is selected. Below the tabs, the user's name 'Joe Miner' and the status 'status as of 1/14/2020 1:24:31 PM' are displayed. A dropdown menu for the year is set to '2020'. Below this is a table with columns: Course, Req/Opt, Status, Completion Date, and Train. The first row shows 'Compressed Gas Safety' with a status of 'Completed' and a completion date of '08/31/2020'. The second row shows 'Compressed Gas Safety Overview' with a status of 'Completed' and a completion date of '08/31/2020'. Numbered callouts 1-5 point to specific elements: 1 points to the 'INCOMPLETE COURSES' tab, 2 points to the 'TRAINING STATUS REPORT' tab, 3 points to the user's name, 4 points to the year dropdown, and 5 points to the completion date in the table.

Course	Req/Opt	Status	Completion Date	Train
Compressed Gas Safety	Required	Completed	08/31/2020	0 hrs
Compressed Gas Safety Overview	Required	Completed	08/31/2020	0 hrs

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, leighn@mst.edu.

¹ See https://www.umsystem.edu/ums/policies/general_administration/safety_risk_management

² 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.