



Environment, Health, & Safety
Training Program

EHS 12 EH&S Restricted Item Training
Course Syllabus

Subject Category: General
Course Length: 0.5 hour
Delivery Mode: Classroom or Challenge Exam

Course Prerequisite: None
Medical Approval: None

Course Purpose: EHS 12, "EH&S Restricted Item Training" is a half hour class that is embedded in the Procurement Department's eProcurement Requisition Preparer class (FSD 0500). The purpose of EHS 12 is to explain how to identify and classify restricted items and to explain what items require EH&S approval before the item is purchased.

Course Objectives:

To understand:

1. What a restricted item is
2. How to identify restricted items using the LBNL Home page A-Z Index's web based Restricted Item List
3. How to properly categorize EH&S-related materials and equipment using LBNL Home page A-Z Index's web based Procurement Items Categories List
4. What materials and equipment require EH&S approval before procurement
5. What materials and equipment require EH&S notification after procurement
6. How ePro handles EH&S approvals and notifications

Instructor: John Speros (Procurement Dept)

Course Instructional Materials: EH&S Restricted Item presentation embedded in the ePro Class Power Point Slides, Restricted Item List, Procurement Items Categories List are available on line.

Note: Credit for EHS 12 will be granted to attendees after the EH&S Training Group has received the class rosters from the Procurement Department.

Web Resource:

1. To take the challenge exam, you must review the EHS 12 Restricted Item Training materials and then take the EHS 12 challenge exam.
 - o To view the training materials - Go to <http://procurement.lbl.gov/assets/docs/pro/ePro/RestrictedItemTraining.pdf>.
 - o To take the challenge exam - go to <https://ehswprod.lbl.gov/EHSTraining/ChallengeExams/Login.asp>
2. Restricted Item List and Procurement Items Categories List – Go to <http://procurement.lbl.gov/restrict.htm>