

Survey Instrument for the Proper Formatting of OMB Approved Forms

OMB # 0925-0348

Expiration Date: 03/31/2019

NIEHS HAZARDOUS WASTE WORKER TRAINING – 42 CFR Part 65

Public reporting burden for this collection of information is estimated to average 14 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0348). Do not return the completed form to this address.

The National Institute of Environmental Health Science (NIEHS) Worker Training Program (WTP) supports training and education of workers engaged in activities related to hazardous materials and waste generation, removal, containment, transportation, and disaster and emergency response in the following five areas:

- Hazardous Waste Worker Training Program (HWWT).
- Environmental Career Worker Training Program (ECWTP).
- Brownfields Minority Worker Training Program (BMWT).
- DOE Nuclear Weapons Cleanup Training Program (DOE).
- Hazmat Disaster Preparedness Training Program (HDPT).
- The Program is considering a potential new optional program component, Biosafety and Infectious Disease Preparedness Training Program (BIDPTP)

The NIEHS WTP Curricula Information and Data Management System (DMS) is a web-based application designed to store and track projected and actual training, student demographic data, and progress report material.

DMS information options:

- **Curricula Catalog:** This option includes uploading and editing course curricula and materials, browsing the public curricula catalog, and adding and editing curricula data coordinator information.
- **Health & Safety Library:** This option includes health and safety reports, and the ability to search for or upload reports.
- **Emergency Support Activation Plan (ESAP):** This option includes adding and editing Hazardous Waste Worker Training Program – Emergency Support Activation Plan (HWWT-ESAP) contact person information, organizational HWWT-ESAP information, and adding and editing HWWT-ESAP training data.
- **Reports:** This option allows a user to query course and student demographic data stored in the WTP application and output reports in an Excel spreadsheet or HTML table.
- **Data Entry:** This option allows a user to enter, edit, or change the status of course and or student demographic data records.
- **Progress Reports:** This option allows a user to upload progress reports and/or appendices, or view archived progress reports submitted for an awardee organization.
- **Admin Functions:** This option is only available to User Administrators. The Mark Data Complete function allows the point of contact in the awardee organization to certify that all data and or progress report entry in a given period is complete.
- **Awardee Information:** This is the home page of the application. This page loads when a user has successfully logged into the application. This page contains up-to-date information about deadlines, system maintenance and any other application changes or enhancements. It is important that this page be read each time someone logs onto the application.

Requested information from the grantees:

Progress Report Summary

A. Specific Aims

B. Studies and Results

I. Progress Report Abstract (Summary of Progress)

II. Training Accomplishments - courses, student numbers, training numbers, and contact Hours

III. Training Effectiveness

IV. Curricula Update

V. Advisory Board Activities

VI. Trainee Follow-up - numbers of workers and employers by state or territory

VII. Instructor Support

VIII. Program Self-Audit – evaluation, assessment of the classes themselves, and how the training makes a difference

IX. Supplemental Progress/Carryover:

C. Summary and Conclusions

I. Significance of Training

D. Plans - projected training, completed training

E. Publications

Data Management System Screenshots:

The screenshot shows a web browser window displaying the 'WTP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM Admin Functions' page. The browser's address bar shows the URL: <https://connect.niehs.nih.gov/wetcs/includes/menuframe.cfm>. The page header includes the NIH logo and the title 'WTP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM Admin Functions'. A navigation bar at the top contains links for 'Curricula Catalog', 'Emergency Support Activation Plan', 'Reports', 'Data Entry', 'Progress Reports', 'Admin Functions', and 'Awardee Info'. The main content area is titled 'Use this screen to select the Administrative Function you wish to use.' and is divided into three columns: 'Awardee Admin Functions', 'WETP Admin Options', and 'WETP Admin Reports'. The 'Awardee Admin Functions' column contains a link for 'Mark Data Complete'. The 'WETP Admin Options' column contains a link for 'Approve/Reject Pending Course Offering Records'. The 'WETP Admin Reports' column contains a link for 'Admin Report Menu' and a list of other report options: 'Query Progress Reports', 'DOE Contact Hours and Course Attendees by Site', 'DOE Training by Number of Course Attendees and Contact Hours', 'DOE Course Categories and Associated Courses', and 'Awardee Course, Students, Contact hours Totals Only Report'. A left-hand sidebar contains various utility links such as 'NIEHS Home', 'WTP Home', 'Cleanhouse', 'Data Entry and Progress Report Schedule', 'Entering WTP Data Quick Reference Guide', 'Uploading Course Data Using the EXCEL Upload Function Quick Reference Guide', 'Uploading Course Data Using the EXCEL Upload Function Webinar Slides - Feb. 2017', 'Curricula Catalog Instructions', 'Progress Report Training Webinar Slides - Feb. 2017', 'Progress Report Training Video - Feb. 2017', 'Changing your NHEXT Account Password', 'SOS Resources and Checks', 'Training Courses', 'Current Worker Training Consortia', 'DOE Sites', and 'Contact WETP Staff'. The browser's status bar at the bottom indicates a 100% zoom level.

- NIH Home
- WTP Home
- Clearinghouse
- Data Entry and Progress Report Schedule
- Entering WTP Data Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Webinar Slides - Feb. 2018
- Curricula Catalog Instructions
- Progress Report Training Webinar Slides - Feb. 2017
- Progress Report Training Video - Feb. 2017
- Changing your NIHEXT Account Password
- 508 Resources and Checklists
- Training Courses
- Current Worker Training Consortia
- DOE Sites
- Contact WETP Staff

Welcome WETP Test!!

Announcements:
Instructions for changing your NIHEXT account password are available by clicking the link below. A link to the instructions can also be found on the left navigation menu.
[Changing your NIHEXT Account Password](#)

Deadlines:
HHWTP, ECWTP, and HDPTP
October 1, 2018: Deadline for entering all HHWTP, ECWTP, and HDPTP ACTUAL course data into the DMS for the 2018 training year.
October 1, 2018: Deadline for entering all ECWTP student demographic data into the DMS for the 2018 training year.
October 1, 2018: Deadline for entering HHWTP, ECWTP, and HDPTP final progress reports into the DMS for the 2018 training year.

DOE
November 1, 2018: Deadline for entering all DOE ACTUAL course data into the DMS for the 2018 training year.
November 1, 2018: Deadline for entering DOE final progress reports into the DMS for the 2018 training year.

For data submission questions, please contact [Kathy Ahlmark](#) via email at ahlmark@niehs.nih.gov or call 919 541 7825.
For technical problems or questions, please contact [Lynn Albert](#) via email at albert@niehs.nih.gov or call 919 794 4709.
For Section 508 questions, please contact [Alisa Haggard](#) via email at haggard@niehs.nih.gov or call 919 251 6137.

Collection authorized by OMB Number 0925-0348; Exp. March 31, 2019.
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- Uploading Course Data Using the EXCEL Upload Function Webinar Slides - Feb. 2018
- Curricula Catalog Instructions
- Progress Report Training Webinar Slides - Feb. 2017
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Use this screen to navigate to different curricula catalog functions.

- Click on the Browse Catalog link to go to the public curricula catalog.
- Click on Add New Course link to add new course curricula and materials.
- Click on the Curricula Catalog Editor link to Add/Edit/Delete/Modify course curricula.
- Click on the Add New Curricula Data Coordinator link to add a curricula data coordinator.
- Click on the Edit Curricula Data Coordinator link to edit information about an existing curricula data coordinator.

Curricula Catalog Editor	Add New Course	Browse Curricula Catalog
Add Curricula Data Coordinator	Edit Curricula Data Coordinator	

WTP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM Emergency Support Activation Plan

- NIHES Home
- WTP Home
- Clearinghouse
- Data Entry and Progress Report Schedule
- Entering WTP Data Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Webinar Slides - Feb. 2018
- Curricula Catalog Instructions
- Progress Report Training Webinar Slides - Feb. 2017
- Progress Report Training Video - Feb. 2017
- Changing your NINEXT Account Password
- ERG Resources and Checklists
- Training Courses
- Current Worker Training Consortia
- DOE Sites
- Contact WETP Staff

Use this screen to navigate to the HWWT-ESAP Data Entry or Report Screens.
Click on Add/Edit HWWT-ESAP Contact Persons to go to the Contact Persons Data Entry Screen.
Click on Add/Edit Awardee HWWT-ESAP Information to go to the Awardee HWWT-ESAP Information Data Entry Screen.

[Add/Edit HWWT-ESAP Contact Persons](#) [Add/Edit Awardee HWWT-ESAP Information](#)

WTP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM Reports

- NIHES Home
- WTP Home
- Clearinghouse
- Data Entry and Progress Report Schedule
- Entering WTP Data Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Webinar Slides - Feb. 2018
- Curricula Catalog Instructions
- Progress Report Training Webinar Slides - Feb. 2017
- Progress Report Training Video - Feb. 2017
- Changing your NINEXT Account Password
- ERG Resources and Checklists
- Training Courses
- Current Worker Training Consortia
- DOE Sites
- Contact WETP Staff

Use this screen to select the training year(s), program and type of data for the report you wish to generate.
Select Course Offerings if you would like to generate a report of course offering data.
Select Student Demographic Data if you would like to generate a report of student demographic data.

Select Training Year: 2019 2018 ▲ 2017 2016 2015 ▼ 2014	Select Program: <input checked="" type="radio"/> DOE <input type="radio"/> HWWT <input type="radio"/> HWWT-ESAP <input type="radio"/> ECWT <input type="radio"/> BMWT <input type="radio"/> HDPT <input type="radio"/> IDRT	Select Type of Data: <input checked="" type="radio"/> Course Offerings <input type="radio"/> Student Demographic Data
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- NIEHS Home
- WTP Home
- Cleaninghouse
- Data Entry and Progress Report Scheduling
- Entering WTP Data Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Quick Reference Guide
- Uploading Course Data Using the EXCEL Upload Function Webuser Screen - Feb. 2018
- Curricula Catalog Institutions
- Progress Report Training Webuser Screen - Feb. 2011
- Progress Report Training Video - Feb. 2017
- Changing your NIEHS Account Password
- SQL Resources and Checklists
- Training Courses
- Current Worker Training Consortia
- DOE Sites
- Contact WETP Staff

Use this screen to select the training year, program and type of data you wish to enter.
 Select Course Offerings if you wish to add, edit, delete or make actual course offering data.
 Select Student Demographic Data if you wish to add, edit, delete or make actual student demographic data.

Select Training Year:	Select Program:	Select Type of Data:
<input type="radio"/> September 1, 2017 - August 31, 2018 <input type="radio"/> September 1, 2018 - August 31, 2019	<input type="radio"/> DOE	<input type="radio"/> Course Offerings
<input checked="" type="radio"/> August 1, 2017 - July 31, 2018 <input type="radio"/> August 1, 2018 - July 31, 2019	<input checked="" type="radio"/> HWWT <input type="radio"/> ECWT <input type="radio"/> HDPT	<input checked="" type="radio"/> Course Offerings <input type="radio"/> Student Demographic Data
<input type="radio"/> June 1, 2017 - May 31, 2018 <input type="radio"/> June 1, 2018 - May 31, 2019	<input type="radio"/> IDRT	<input type="radio"/> Course Offerings
<input type="button" value="Submit"/>		

This screen allows you to limit the number of records displayed on the Add/Edit screen and select how you want the records sorted by selecting query and sort parameters. If you wish to see all your data on the Add/Edit screen select the 'Add/Edit Course' button located at the top or bottom of the form without changing any of the default parameters on the query form.

Select Query Parameters:

Awardee:
 Pick List: Any, Alabama Fire College, CPWR - The Center for Construction Research and Training, International Association of Fire Fighters

Course Status:
 Any Projected Actual Pending

Course Record Number(s): From: [] To: []
Course Date(s): From: [] To: []
Date Record Entered: From: [] To: []
Date Record Modified: From: [] To: []

Course Hours: 1 2 3 4 8 16 24 32 40 80 Other - please specify: []

Number of Students: [] **ATT:** [Any] **Record Entered By:** [Any] **Record Last Modified By:** [Any]

Course Name/Number: Pick List: 101 - Basic Superfund Site Worker, 102 - Site Worker Refresher, 103 - Site Worker Train-the-Trainer, 104 - Site Supervisor Basic. Search List: Any

Course State: Pick List: AK, AL, AR, AZ. Search List: Any

Training Organization: Pick List: Herts At The Eastern Iowa Community, Sub1, Sub3. Search List: Any

Student State: Pick List: AK, AL, AR, AZ. Search List: Any

Special Circumstances: Pick List: Search List: Any

Supplemental Funding: Pick List: Search List: Any

Main Menu Curricula Catalog Progress Reports ECWT Sppl Materials Report Menu		
View Progress Reports		
Use this form to select the training year(s) and program for the progress reports and/or appendices you wish to see.		
Select Consortis: Select Consortis: - AFSCME Training and Education Institute Alabama Fire College Biosafety and Infectious Disease Training Instit... CLARK ATLANTA UNIVERSITY CPWR - The Center for Construction Research and Tr... California/Arizona Consortium	Select Training Year(s): Select Year(s): - 2018 2017 2016 2015 2014	Select Program: <input type="radio"/> BMWT (Brownfields Minority Worker Training) <input type="radio"/> DOE (Department Of Energy) <input type="radio"/> ECWT (Environmental Career Worker Training) <input type="radio"/> ESAP (Emergency Support Activation Plan) <input type="radio"/> HDPT (Hazardous Waste Preparedness Training) <input type="radio"/> HHWT (Hazardous Waste Worker Training) <input type="radio"/> IDRT (Infectious Disease Response Training)
<input type="button" value="Submit"/>		
UPLOAD PROGRESS REPORTS AND APPENDICES Click on this link to upload progress reports and/or appendices		