Survey Instrument for the Proper Formatting of OMB Approved Forms

OMB # 0925-0348

Expiration Date: 07/31/2022

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 for the main program components below, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Small Business Innovative Research (SBIR) Program survey is estimated to average one hour per response and does not require information input into the system below. 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)
- Hazmat Disaster Preparedness Training Program (HDPTP)
- Brownfields Minority Worker Training Program (BMWT)
- DOE Nuclear Weapons Cleanup Training Program (DOE)
- The prior Biosafety and Infectious Disease Preparedness Training Program (BIDPTP) component has been integrated into the above WTP program components.
- Small Business Innovative Research Program (SBIR)

Requested information from the grantees (input into the DMS through Data Entry):
NIEHS Worker Training Program Data Management System Report
Component: (HWWTP, ECWTP, HDPTP, DOE)
Grantee Name:
Report Date:
□Interim (6/01/2021 - 2/28/2022)
☐ Final (6/01/2021 - 5/31/2022)
Does this report or an appendix contain photos?
□ Yes
□ No
Place your narrative for each section between the brackets []. You may overwrite the directions for each section. Please keep your text specific to the HWWT Program for this report.
A. Briefly describe the objectives, key initiatives, or activities you had planned for the current program year.
B. Provide your projected and actual training numbers for the grant year.
C. Describe the updates on the implementation and progress on training programs, projects, or initiatives spec to the grant year and program component.
D. Describe at least two training highlights or success stories that emphasize accomplishments from this past years.
E. Summarize key evaluation findings about training program delivery and participant learning, including the following recommended optional training participant questions:
 The training has prepared me to recognize hazards on the job (Strongly Disagree - Disagree - Neutra Agree - Strongly Agree)
 b. The training has increased my knowledge of how to control workplace hazards (Strongly Disagree – Disagree – Neutral – Agree – Strongly Agree)
F. Describe curricula updates from the grant year
G. Describe advisory board activities from the grant year.
H. Summarize key evaluation findings or reports about trainee follow-up, including the following recommended optional training participant question:

a. Since you took the training course, how have you applied this training at your work or in the

community? (open ended, provide example responses)

- Describe activities that your program has undertaken to train instructors and assure quality instruction during this grant year.
- J. Describe the program self-audit used by your organization this grant year to certify compliance with the training quality assurance sections of the NIEHS Minimum Criteria Document.
- K. Describe progress on any funded supplemental grants or awarded carryover.
- L. Summarize the significance of your HWWT training implementation, training outcomes, and curriculum development for the last five years. [only ask in year 5/final year of NIH project period]
- M. Describe your training plans for the next grant year.
- N. Describe any publications, media coverage, or outreach materials produced or published this grant year.
- O. Describe or refer to text in other sections on timely or key NIEHS WTP topics, including disasters; infectious disease events; and any training or outreach activities that were focused on American Indians, Alaska Natives, or a tribal organization as the primary audience.

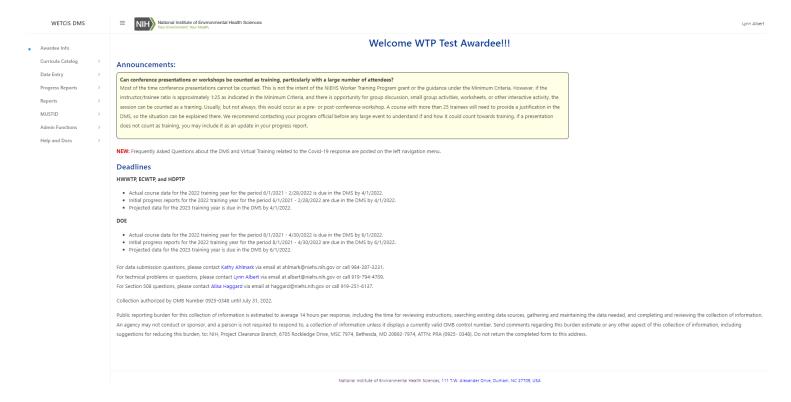
The NIEHS WTP collects information in the Curricula Information and Data Management System (DMS), which is a web-based application designed to store and track projected and actual training, student demographic data, and progress report material. WTP grantees have access to the DMS via the iTrust system – either using a Federated Login or a Google or Microsoft account login. The DMS is restricted to authorized users/grantees. After grantees successfully log in via iTrust their login information is compared to the list of authorized users stored in the database. Only those users stored in the DMS database are allowed access to the system. Grantee users only have access to the data for their grantee organization. WTP staff and selected contract staff have access to all grantee entered data.

DMS information options:

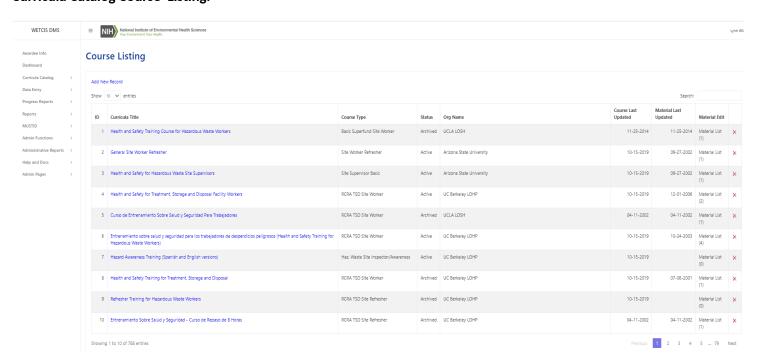
- Awardee Information: This is the home page of the application. This page loads when a user has successfully logged into the application. This page contains up-to-date information about deadlines, system maintenance and any other application changes or enhancements. It is important that this page be read each time someone logs onto the application.
- Curricula Catalog: Provides access to training curricula produced by organizations funded by the WTP. This
 option includes uploading and editing course curricula and materials and adding and editing curricula data
 coordinator information. The information in the <u>Curricula Catalog</u> is accessed by the public on the National
 Clearinghouse for Worker Safety and Health Training <u>webpage</u>.
- 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.
- 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.
- 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.

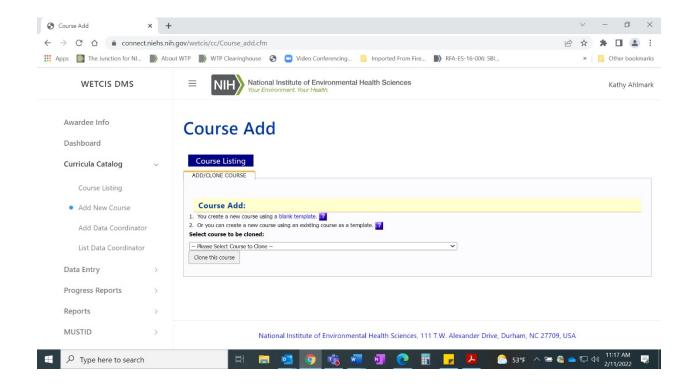
Data Management System Screenshots:

Awardee Information Page:



Curricula Catalog Course Listing:





Data Entry Screens:

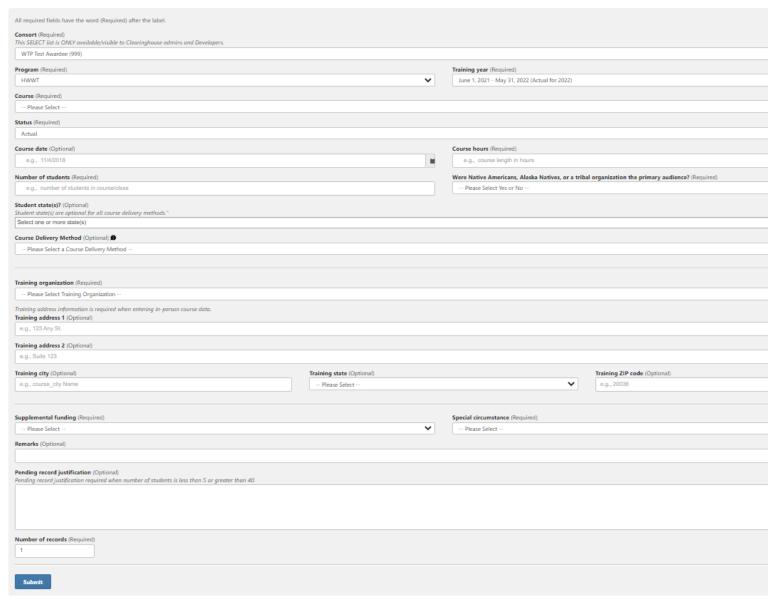
1. Course Data Entry Form

Course Offerings Data Entry Form

Program: HWWT

Training Year: June 1, 2021 - May 31, 2022

Status: Actual



2. Data Excel Upload

All required fields have the word (Required) after the label.

Upload your file using the FORM below:

This form allows you to use specifically-formatted Excel templates to validate and/or upload sets of Course Offerings data. Each template is

To check the format and content of your Excel file prior to upload, fill out the form, browse to select the file to check, and click on the "Valid and any errors will be highlighted. The data will NOT be saved to the database, so you will still need to upload your data.

To upload your Excel file to the DMS, fill out the form, browse to select the file to check, and select the "Upload XLS file and save data" Butt your EXCEL file will be displayed with the errors highlighted. If no errors are found, the course data in your EXCEL file will be saved to the data.

NOTE: You must use the EXCEL template that corresponds to the program and training year for which you are entering data.

Consort (Required)

This SELECT list is ONLY available/visible to Clearinghouse admins and Developers.

WTP Test Awardee (999)

User (Required)

This SELECT list is ONLY available/visible to Clearinghouse admins and Developers.

Lynn Albert (albert2)

Program (Required)

-- Please Select Program--

Training year (Required)

-- Please Select Training Year --

Select Excel file to upload (Required)

Choose File No file chosen

Validate XLS file only

Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows yo tons of data.

Validate XLS file only

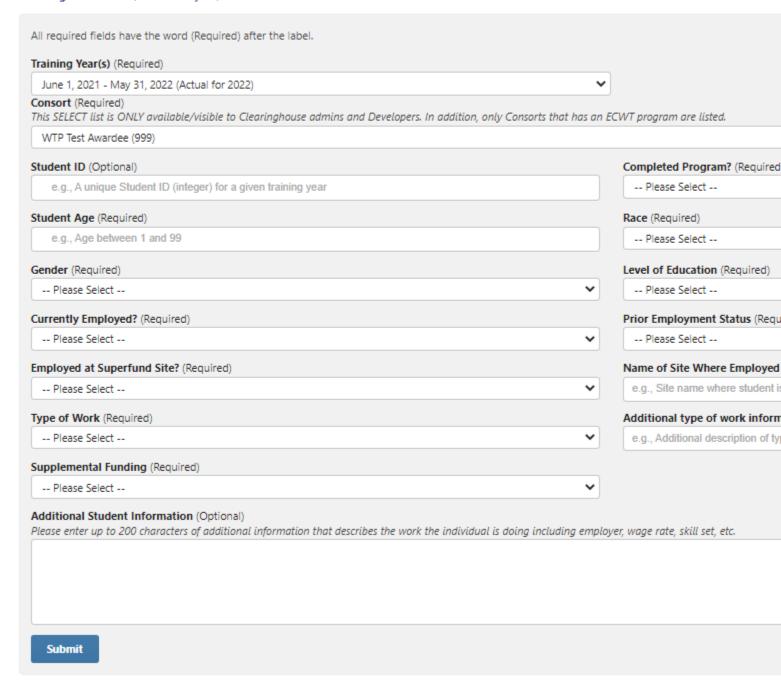
Upload XLS file and save data

3. Student Demographic Data Entry Form

Student Demographic Data Form

Program: ECWT

Training Year: June 1, 2021 - May 31, 2022



4. Student Demographic Data Excel Upload

Student Demographic Data Excel Upload

All required fields have the word (Required) after the label.

Student Demographic Data Excel upload form:

This form allows you to use specifically-formatted Excel templates to validate and/or upload sets of Student Demographic Data. Each template is customized

To check the format and content of your Excel file prior to upload, fill out the form, browse to select the file to check, and click on the "Validate XLS file only The data will NOT be saved to the database, so you will still need to upload your data.

To upload your Excel file to the DMS, fill out the form, browse to select the file to check, and select the "Upload XLS file and save data" Button. The data in twith the errors highlighted. If no errors are found, the course data in your EXCEL file will be saved to the database.

Consort (Required)

This SELECT list is ONLY available/visible to Clearinghouse admins and Developers. In addition, only Consorts that has an ECWT program are listed.

WTP Test Awardee (999)

Training year (Required)

June 1, 2021 - May 31, 2022 (Actual for 2022)

Select Excel file to upload (Required)

Choose File No file chosen

Validate XLS file only

Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows you to test your Exc

Validate XLS file only

Upload XLS file and save data

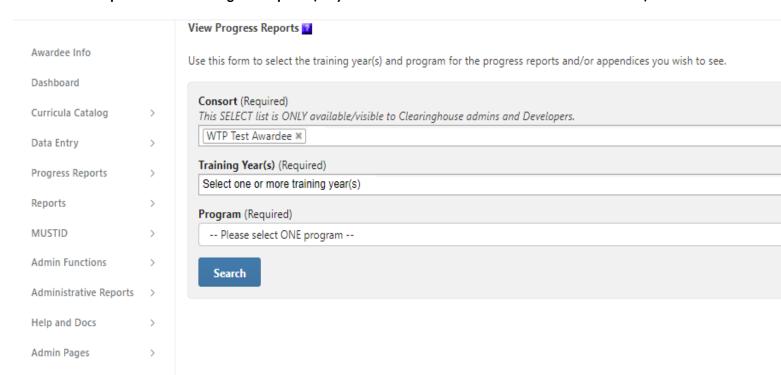
Excel template file:

Note: You must use this EXCEL template for entering your Student Demographic Data.

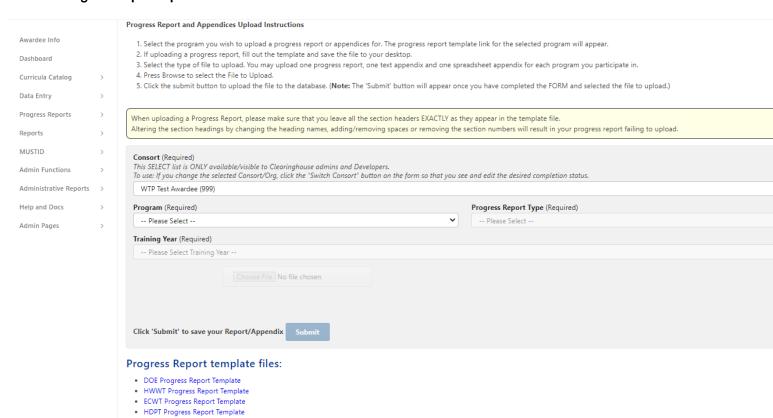
Blank template

Example template with sample data

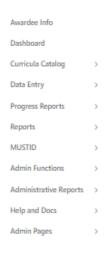
Information output on Grantee Progress Reports (only available to WTP staff and selected contract staff)



Grantee Progress Report Upload:



Information output on course offerings (only available to WTP staff and selected contract staff):

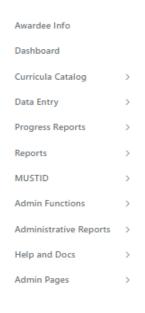


Course Offerings Report

All required fields have the word (Required) after the label.

Notes: When using this form, you should select "Program" and "Training Year" before any other selections. This query screen will dynamically change as you mai	ke selec	tions. For example, if you
change "Training year", the "Supplemental funding" and "Special circumstance" fields will change as well.		
Consort (Optional) This SELECT list is ONLY available/visible to Clearinghouse admins and Developers.		
Select one or more consorts. Defaults to All if no consort(s) is selected.		
Program (Required)		Training year(s) (Requi
-	~	Select one or more trai
Training Organization (Optional) Select one or more training organizations		
Status (Optional)		Course (Optional) Select one or more cou
Select one or more options		Select one or more cou
Course Hours (Optional)	_	Course Instance ID(s)
e.g., number of course hours. Use commas to separate multiple values.		Enter a single value:
Course Pate - Form (Ontingel)		Course Date - To (Out)
Course Date - From (Optional) mm/dd/yyyy		Course Date - To (Opti
minus ()))		
Record Entered Date - From (Optional)		Record Entered Date -
mm/dd/yyyy		mm/dd/yyyy
Record Modified Date - From (Optional)		Record Modified Date
mm/dd/yyyy		mm/dd/yyyy
Blended Learning? (Optional)		Number of Students
Please Select	~	e.g., number of stu
Online course (Yes/No)? (Optional)		
Please Select Ves or No		
Course Delivery Method (Optional)		
Select one or more delivery methods		
Were Native Americans, Alaska Natives, or a tribal organization the primary audience? (Optional)		
Please Select Yes or No		
Sundamental Sunding (Ontional)		Special Circumstances
Supplemental Funding (Optional) Select one or more supplemental funding options		Select one or more spo
Fraining State (Optional) Select one or more training states		Select one or more stu
Select one or more training states		Select one or more sta
Report output format (Optional)		
● HTML		
Excel Spreadsheet		
where a printer in the second		
Submit		

Information output on student demographics for the ECWTP only (only available to WTP staff and selected contract staff):



mm/dd/yyyy

mm/dd/yyyy

HTML

Type of Work (Optional)

Excel Spreadsheet

Run Query

Select one or more options

Report output format (Optional)

Record Modified Date - From (Optional)

Student Demographics Report Use this screen to select the training year(s), program and type of data for the Student Demographic Data report. All required fields have the word (Required) after the label. Notes: When using this form, you should select "Program" and "Training Year" before any other selections. Training year Program (Required) ~ Select one or -- Please select ONE program --Student ID (Optional) Completed Pr e.g., 999908 or 91,999909,999910 -- Please Sele Student Age (Optional) Race (Optional Select one or e.g., 25 or 20,25,40 Gender (Optional) Level of Educa -- Please Select --~ Select one or Currently Employed? (Optional) Prior Employn -- Please Select --~ -- Please Sele Superfund/Bronwfields Site? (Optional) Name of site -- Please Select --~ e.g., Site nan Record Entered Date - From (Optional) Record Entere

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mm/dd/yyyy

Record Modif

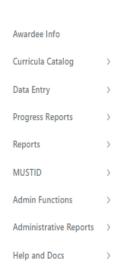
mm/dd/yyyy

Supplemental

Select one or

Information output – resources on infectious disease and worker safety (restricted site for selected individuals with iTrust credentials)

AND Query Modifier: Check to use the "AND" query modifier with the keyword search. Default is OR. 6



Home Add a New Resource View Resource Listing Search the Portal

MUSTID

Welcome to the Material Upload and Search Tool for Infectious Disease (MUSTID) Resource Portal. MUSTID is a searchable portal that provides easy access to resources on infectic collection is coronavirus disease 2019 (COVID-19) and other related diseases such as severe acute respiratory syndrome (SARS), Middle East respiratory syndrome (MERS) and infl.

MUSTID contains a variety of resources including guidance documents (e.g., clinical or operational guidelines, policies/regulations, executive orders), FAQs, infographics, and scient Resources shared by WTP have been curated and tagged with keywords to enhance findability. MUSTID provides detailed references, with links to full text (e.g., attached file or full please see our Quick Tips User Guide for help getting started.

Add a New Resource

Search the Portal

Search Tips

Search... Multiple Keywords Must Be Seperated By Commas. E.g. COVID, influenza, factsheet

Administrative functions for WTP staff and selected contract staff:

Awardee Info	
Dashboard	
Curricula Catalog	>
Data Entry	>
Progress Reports	>
Reports	>
MUSTID	>
Admin Functions	>
Administrative Reports	>
Help and Docs	>
Admin Pages	>

Awardee Admin functions

· Mark Data Complete

WETP Admin Options

· Approve/Reject Pending Course Offering Records

WETP Admin Reports

- · Admin Report Menu
- · 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
- · Awardee Course, Students, Contact hours Totals Only Report
- · Listing of Data Entry Excel Files uploaded
- · Listing of Student Demographics Excel Files uploaded

Developer Admin Functions

- Enable New Layout
- · Enable OLD Layout
- Manage system end dates
- . DMS User listing (use this page to add/edit/delete/deactivate authorized DMS user accounts)
- · Audit of listing of the 500 latest FAILED Login attempts
- · Audit of listing of the 500 latest Login attempts
- · Audit of unique users that logged on in the last year

WETCIS DMS

Awardee Info Dashboard Curricula Catalog Data Entry Progress Reports Reports MUSTID Admin Functions Administrative Reports Help and Docs WTP DMS Virtual Training Guidance and Data Entry Updates webinar Virtual Training Guidance FAQs: DMS and Virtual Training Related to the Covid-19 Response Data Entry and Progress Report Schedule Using the WTP Progress Report to Complete the NIH RPPR What's Helpfull for Progress Reports DMS Updates and New Login Method Webinar Slides - June 12, 2019 Curricula Catalog Instructions Progress Report Training Webinar Slides - Feb. 2017 Progress Report Training Video - Feb. 2017 508 Resources and Checklists Training Courses Current Worker Training Consortia DOE Sites

Admin Dance

Administrative pages shown on the left navigation menu:

Admin Pages V	
Manage Data Entry Dates	
XLS Course Uploads	
XLS Student Uploads	
User Listing	
User Audit (500 failed)	
User Audit (Last 500)	
Enable OLD Layout	