Per *Section 2 - Ware Lab Safety Certification* - Ware Lab Policy Manual

The procedures below must be followed for students working on Ware Lab projects and needing access to the general areas of the Ware Lab facility. Failure to follow these procedures will result in loss of Ware Lab access privileges. **New badges go into effect at 5 pm on Nov. 1, 2024.**

In order to get your new (yellow) Ware Lab (WL) badge for 2024-25 submit:

1-   Screen capture of your completed EHS classes (all 6, on one page) - go to https://www.ehss.vt.edu/ to start taking your 6 EHS classes, these are:

  i.   Electrical Awareness
  ii. Hand and Power Tool Safety
  iii. HAZCOM RTK
  iv. Lockout-Tagout Awareness
  v.   PPE Awareness
  vi. Portable Fire Extinguishers

2-   Screen capture of your Canvas *General Quiz* score (min. score of 85/100 required). To enroll in the WL Canvas site go to:

   https://canvas.vt.edu/enroll/9J4JDE

3-   Screen capture of your WL Survey Completion Page. Survey is at:

   https://virginiatech.questionpro.com/t/AVO6EZs8Cq

4-   Signed and scanned WL waiver form (located at beginning of WL Survey). **NO typed signatures please. Please send entire waiver form.**

5-   Signed and scanned *Policy Manual Confirmation Form* (this is located in **Section 15** of the *Policy Manual* posted on *WL Canvas* site under *Files*). **NO typed signatures please. Please send entire one-page confirmation form. Do not send entire policy manual. Do not send form from APPENDIX A.**

Email all 5 items to *spangler@vt.edu* in **one** email. **PLEASE – DO NOT send zip files. DO NOT send photos of your computer screen. You must cc your team lead on this email so they can enter your PID into the EHS *Safety Management System (SMS).* PIDs must be in the SMS prior to you receiving your Ware Lab badge.**

Ware Lab Management will send you an email confirmation once all **5** items are submitted and your team lead has entered your PID into the SMS.

Once you obtain your new WL badge it must be placed outside of your cage **PRIOR TO** doing any work in the lab. The badge costs $5.00.