

Tutorial: How to accept your WPC Activity Manager Work Authorization & You're your Authorization level

This step-by-step shows how a worker reviews the Activity(s) they have been assigned.

Requirements:

1. You need a Berkeley Lab Identity account (username and password).
 - a. If you have not activated your Berkeley Lab Identity account call the help desk (510) 486-4357 or use the online account set up:
<https://identity.lbl.gov/activate/#/>
2. You need to be logged into your Berkeley Lab GMail account in order to view your activity authorization(s).

Background: You have been assigned to one or more WPC work authorizations that you need to review and accept the conditions of the activity authorization.

Step 1: From the link in the email, you will be directed to the Activity Summary Page.



Dear Cole, Raymond S.
You have been added to work on risk level 3 activity BE-0046 Genetically engineered phages and peptides for engineering materials.

To be authorized on this activity you must 1) review the activity and select Accept Conditions button, 2) complete all required on-the-job training, and 3) work within your Authorization Level. Contact Desai, Malav with questions. Use this link to access the activity

[Click Here](#)

You are receiving this email from LBNL's Activity Manager work authorization system. To learn more about Activity Manager or the Work Planning & Control (WPC) program visit <http://wpc.lbl.gov> or contact your Division Safety Coordinator.

ACTIVITY SUMMARY
BE-0046 - MATERIALS SYNTHESIS
ACTIVITY STATUS: ACTIVE

Activity Risk Level: 3

Activity Approval Date: July 21, 2019
Activity Renewal Date: June 13, 2017

Activity Location: 042-0350 | 042-0358 | 042-0362 | 042-0362 | 042-0362 | 042-0364 |

BRIEF DESCRIPTION
Synthesis of battery materials.

1. Description of Work
Materials are synthesized via solid-state synthesis, coprecipitation, combustion, sol-gel, and other methods. Several of these methods start with precursors dissolved in water or organic liquids, which are then processed without solvents (e.g., reacted together to form gels or

Step 2: Review the Activity Information (as shown below)

ACTIVITY SUMMARY

EH-0067 - SITE VISITS; ENTERING TECHNICAL AREAS PLUS TRAVELING TO/FROM LOCATIONS FOR EHS
 ACTIVITY VERSION: 6
 ACTIVITY STATUS: ACTIVE

1 Risk level (1 = low)
(2 = medium)
(3 =-high)

2 Review Activity information.

Activity Lead: Maria Nappi
Activity Name: Site Visits; Entering Technical Areas plus Traveling to/from Locations for EHS Division Office and Direct Reports
Activity Approved Date: November 28, 2022
Renewal Due Date: November 28, 2025
Activity Division: Environ, Health, & Safety
Project Lead: Nappi, Maria G
Project: EHS Division Office

Activity Lead Designees:
Activity Locations: Site-wide | Business travel sites | [Offsite Detail](#)

BRIEF DESCRIPTION

In carrying out their responsibilities, EHS Division Office staff may enter technical areas while addressing environment, safety, or health issues. This could include both lab and non-lab work areas. Also covers vehicle and pedestrian safety issues setting to and from onsite and offsite locations, including official business travel.

3 Review Description of Work

Description of Work:

In the course of carrying out their responsibilities, the EHS Division Director, Deputy Director, and their direct reports may enter technical areas while responding to environment, safety, or health issues. Such visits could include both laboratory and non-laboratory work areas. This

Step 3: Review the Hazards and Controls

1 Click Hazards & Controls

2 Expand each hazard category

3 Review the hazards and controls for each category

HAZARD	ACTIVITY SPECIFIC INFORMATION	RISK LEVEL
Compressed inert gases, less than or equal to 2 cylinders per room		
CONTROL	ACTIVITY SPECIFIC INFORMATION	
Wear closed toe shoes and long pants		
Wear eye protection based on the hazard of the activity		

Step 4: Review Training Courses

This tab lists all of the required courses associated with this specific WPC activity. You can also view all of your required trainings at “training.lbl.gov”

TRAINING COURSE	ACTIVITY SPECIFIC INFORMATION
Training Course EHS0171 Pressure Safety	▼
On-the-Job training	▼
Training Course EHS0170 Cryogen Safety	▼
Training Course EHS0657 Vehicle Transport of Hazardous Materials	▼
Training Course EHS0739 Biosafety Training for Researchers	▼

Step 5: Accept the conditions of your authorization.

ACTIVITY SUMMARY
EE-0033 - MATERIAL SYNTHESIS
ACTIVITY STATUS: ACTIVE

Activity Lead: Wei Tong
Activity Name: Material Synthesis
Activity Approved Date: July 21, 2016
Activity Renewal Date: June 15, 2017

Activity Lead Designees: Xu, Jing |
Activity Locations: 062-0350 | 062-0138 | 062-0342 | 062-0102 | 062-0220 | 062-0246 |

BRIEF DESCRIPTION
Synthesis of battery materials.

Activity Division: Energy Storage & Distributed R
Project Lead: Tong, Wei
Project: Electrochemistry Research (Tong)

Certify that you have read the **Activity Description** and **Hazards and Controls**

I certify that I have read the:

- Activity Description
- Hazards & Controls

I understand and accept the conditions of this activity

OK Cancel

IMPORTANT: The next step explains how to determine your authorization level.

Step 6: Review your Work Summary
1: Select “My Work Summary”

ACTIVITY SUMMARY **1** My Work Summary FOR EHS DIVISION OFFICE AND DIRECT REPORTS

Activity Risk Level **1**

Activity Lead: Maria Nappi
 Activity Name: Site Visits; Entering Technical Areas plus Traveling to/from Locations for EHS Division Office and Direct Reports
 Activity Approved Date: November 28, 2022
 Renewal Due Date: November 28, 2025
 Activity Division: Environ, Health, & Safety
 Project Lead: Nappi, Maria G
 Project: EHS Division Office

2: Review your authorization level and training status.

2 Review your authorization level

3 Review your status per activity

ASSIGNED ACTIVITIES				
ACTIVITY	ACTIVITY NAME	RISK	AUTHORIZATION	ACTIVITY LEAD
EH-0036	Traffic & Pedestrian Safety AND Safety Concerns	1	Not Authorized to Work	Wisherop, Michael Paul
EH-0097	Synthesis of Neuro-Radiotracers	3	Work with Supervision	Heim, John

ACTIVITY TRAINING STATUS			
COURSE ID	COURSE NAME	EXPIRY DATE	COMPLETION STATUS
EHS0348	Chemical Hygiene and Safety		Incomplete
EHS0520	Fire Extinguisher Safety-Pt.1		Completed
EHS0531	Fire Extinguisher Safety Ref	12/03/2013	Expired