

Providing Proof of GLST Completion

In order to comply with university policy¹, the Missouri S&T Department of Environmental Health and Safety mandates that “all faculty, staff, and students who work in a laboratory” must complete the General Lab Safety Training (GLST), and must do so every two years. Currency on GLST is required prior to receiving instrument training and as a prerequisite for receiving and retaining card swipe access to the Shared Instrument Lab.²

To check your training status, browse to <https://ehs.mst.edu/trainingindex/> and find the “General Lab Safety Training” section; click the link and sign in to the training website. Once you are logged in, find your training transcript (click on the transcript link); note that you may need to adjust the date range in order to find all your completed courses. Adjust and search as needed until you get a report showing your completed courses; it should look something like the following image (but with all your completed courses listed).

The screenshot shows the Missouri S&T training transcript interface. At the top, the user is logged in as 'JOE MINER'. The 'Enrollment Summary' section displays the following statistics:

Category	Count
Total Active	9
Delinquent	0
In Progress	0
Complete	9
Not Started	0

The 'Complete' count is highlighted with a red box. Below the summary, there is a search filter section with the following fields:

- Course Name
- Enrolled Via
- Completion Status: Complete (with a green checkmark)
- Course Type
- Start Date Range: 1/1/2020-12/31/2021 (highlighted with a red box)
- Completion Date Range

A green arrow points to the 'Export to pdf' button in the bottom right corner of the search results area. Below the search filters, a table of training records is visible, with the following columns: NAME, ENROLLED VIA, COURSE TYPE, START, STATUS, COMPLETION, and TIME SPENT. The first row shows 'Compressed Gas Safety' with a status of 'Complete' and a completion date of '08/23/2020'.

Please verify that all the required courses are shown (again, this may require adjustment of the date range) and then click the “Export to pdf” button (indicated by the green arrow in the screenshot above). Save the pdf and email a copy to Dr. Leigh, leighn@mst.edu.

¹ See https://www.umssystem.edu/ums/policies/general_administration/safety_risk_management

² If you have card swipe access to the Shared Instrument Lab, you will receive a single notice prior to the expiration of your GLST and advising you to update. If you do not provide updated completion records, your access to the lab will be rescinded when your training lapses.