
USER

MANUAL



**The Environmental Compliance Assessment,
Training, and Tracking System**

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Section I: Introduction

Welcome to the Navy Environmental Compliance Assessment, Training, and Tracking System (ECATTS). This manual is designed to familiarize you with ECATTS and maximize its usefulness to you.

What Is the Environmental Compliance Assessment, Training, and Tracking System?

ECATTS is a web-based training and assessment system accessible from any computer with Internet access. It was developed to provide environmental compliance information and training to users who need an understanding of environmental laws, regulations, and policies to successfully complete their jobs. The Navy is using ECATTS to help you become familiar with the environmental compliance requirements that apply to your job. This will help you avoid some of the common problems that people encounter when they are unfamiliar with the environmental issues relating to the way they work.

With simple explanatory materials and test questions, ECATTS is easy to use. Training can usually be completed in a few short segments. In some instances, you may need more information than is contained in our training system. If so, contact your supervisor or the base Environmental Office. Some hyperlinks to further information sources are included within the training modules themselves, and even more are located on the ECATTS home page. Your use of the system is kept confidential. We encourage you to use the system as often as you like as a reference tool for environmental compliance information.


Why Should I Use ECATTS?

The Navy expects you to be familiar with the environmental compliance requirements that impact your work activities. Ignorance is no excuse for being out of compliance. You will be held responsible for violating environmental laws and policies. ECATTS will help you gain the general knowledge you need to do your job in accordance with environmental compliance laws and policies that apply to your organization. You are encouraged to use ECATTS as a starting place for learning about the types of activities that are regulated by environmental standards and

requirements. This training will provide you with the basics of environmental compliance and help you realize when you may need to find more information regarding an issue.

How Do I Know the ECATTS Site is Safe to Use?

ECATTS is covered by a Secure Sockets Layer (SSL) Certificate. SSL is used to provide authentication and confidentiality for web services that run directly between a client and a server.

On the login page, you will see “https” at the beginning of the web address (URL) along with a closed lock symbol ( <https://environmentaltraining.ecatts.com>). This tells users that ECATTS is a secure site.

Section II: First Time Registration

Quick and Basic Registration Instructions

1. Go to the Navy ECATTS website: <https://environmentaltraining.ecatts.com>
2. At the **Welcome to ECATTS** login screen, refer to the **NEW USERS – Register Here** box.
3. **Ask your supervisor or Contracting Officer for the registration password.**
Enter the password into the box.
 - a. If your supervisor cannot tell you the registration password, click [ECATTS Support](#) at the bottom of the **New Users** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
 - b. NOTE: If your email address ends with ".mil", click the link labeled [CLICK HERE](#) and our server will send you the registration password immediately.
4. Click [Create](#).
5. You will be asked to complete an account registration form.
6. At the bottom of the registration form, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."
7. After you successfully register, you will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page) for your primary training location.
 - a. From here, you have a number of options, including beginning training and testing or linking to other resources, all of which are further explained in the following sections.
 - b. You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the Login ID and password that you just created.

Detailed Registration Instructions

When you use ECATTS for the very first time, you will need to create a User account for yourself. After that, you will log into the system with your own Login ID and password. Follow these steps to create a User account.

1. Go to the Navy ECATTS website: <https://environmentaltraining.ecatts.com>
2. At the **Welcome to ECATTS** login screen, refer to the **NEW USERS – Register Here** box.
3. **Ask your supervisor or Contracting Officer for the registration password.** Enter the password into the box.
 - a. If your supervisor cannot tell you the registration password, click ECATTS Support at the bottom of the New Users box. You can request to have the registration password sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
 - b. NOTE: If your email address ends with ".mil", click the link labeled [CLICK HERE](#) and our server will send you the registration password immediately.
4. Click [Create](#) to access the **Account Registration Form** described on the following page of this manual.

NEW USERS - Register Here

If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click Create button to begin the registration process

You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.

Once you have completed the registration process, log in with your new Login ID and password in order to access the system and begin your training.

NOTE: If your email address ends with ".mil", [CLICK HERE](#) and our server will send you the registration password immediately.

Registration Password:

[Create](#)

If you need help registering you can email [ECATTS Support](#) or call 866-730-4253 for assistance. You will receive a response within 24 hours.

Account Registration Form – All Training Types

Account Registration Form

Name and Email	Login ID and Password
First name: <input type="text"/> *	Login ID: <input type="text"/> * ?
Middle initial: <input type="text"/>	Password: <input type="text"/> * ?
Last name: <input type="text"/> *	Confirm password: <input type="text"/> * ?
Email address: <input type="text"/> *	
Confirm email address: <input type="text"/> *	
Training Type	
Training Type: <input type="text" value="- Select one -"/> *	
Work Location and Organization	
Primary U.S. state, U.S. territory, or host nation in which you will be working: <input type="text" value="- Select one -"/> *	
Location, base, or host installation: <input type="text"/>	
<input type="checkbox"/> I would like to receive newsletters and announcements from ECATTS / ESOHTN.	
<input type="checkbox"/> I agree to abide by the Terms of Use established for this site.	
<input type="button" value="Register"/> <input type="button" value="Cancel"/>	

Name and Email

1. Enter your first and last name.
 - a. Your middle initial is optional. However, it is a good idea to enter your middle initial if your name is likely to also be another user's name (i.e., John Smith).
2. Enter your email address. You will also be prompted to confirm the address.
 - a. Your correct email address is important. It enables ECATTS to send you a new password if you forget the one selected during registration.

Login ID and Password

1. Select and enter a Login ID and password that you will remember. You will need them both to login to ECATTS from now on.
 - a. You should select a password that you will remember but is not easy for someone else to guess. It must be at least 6 characters long and no more than 20 characters.
2. Confirm the password you selected.


Training Type

Select one of the following Training Types which applies to you:

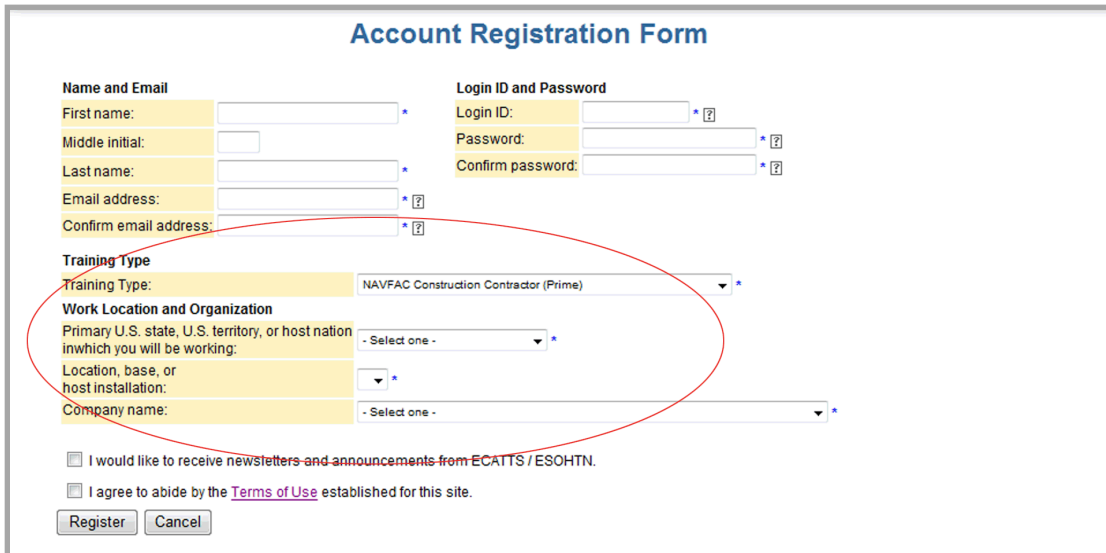
- Military Assigned to Base or Installation
- Civilian Government Employee Assigned to Base or Installation
- DoD Training
- Contract Employee (Non-Construction) Working on Installation
- NAVFAC Construction Contractor (Prime)
- NAVFAC Construction Subcontractor (Electrical, Hazard Abatement, Landscaping, Mechanical, Painting, Plumbing, Sitework, or Other)
- Other Construction Contractor (**not** Navy related/**not** under a Navy contract)
- Other

The screenshot displays the 'Account Registration Form' with several sections: 'Name and Email', 'Login ID and Password', 'Training Type', and 'Work Location and Organization'. The 'Training Type' dropdown menu is open, showing a list of options. A red circle highlights the dropdown menu, with 'DoD Training' selected and highlighted in blue. Below the dropdown, there are checkboxes for 'I would like to receive newsletters and announcements' and 'I agree to abide by the Terms of Use established by the DoD'. At the bottom left, there are 'Register' and 'Cancel' buttons.

From this point, the registration process differs depending on the Training Type you just selected. NAVFAC Construction Contractor (Prime or Sub) and Other Construction Contractor will be discussed first.

 All other Training Types (listed above) go to page 7 of this manual to complete the registration process.

Account Registration - NAVFAC Construction Contractor (Prime or Sub) and Other Construction Contractor Training Types



Account Registration Form

Name and Email

First name: *

Middle initial:

Last name: *

Email address: *

Confirm email address: *

Login ID and Password

Login ID: * ?

Password: * ?

Confirm password: * ?

Training Type

Training Type: NAVFAC Construction Contractor (Prime) *

Work Location and Organization

Primary U.S. state, U.S. territory, or host nation in which you will be working: - Select one - *

Location, base, or host installation: *

Company name: - Select one - *

I would like to receive newsletters and announcements from ECATTS / ESOHTN.

I agree to abide by the [Terms of Use](#) established for this site.

Work Location and Organization

After you select NAVFAC Construction Contractor (Prime or Sub) as your Training Type, you will be prompted to enter the following information related to your Work Location and Organization:

1. From the drop-down list, select the primary U.S. state, U.S. territory, or host nation in which you will be working.
2. Select the location, base, or host installation where you will be working.
3. Select your company name.
4. Next, you have the option to receive newsletters and announcements from ECATTS.
5. Finally, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."
6. After you successfully register, you will be taken to the ECATTS home page for your primary training location.

- From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
- You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the User ID and password created during registration.

This completes the registration process for NAVFAC Construction Contractor (Prime or Sub) and Other Construction Contractor users.

Account Registration - Military or Civilian Assigned to Base, Contract (Non-Construction) Employee, or Other

Training Type

This section continues the account registration form for users who have selected the following Training Types:

- Military Assigned to Base or Installation
- Civilian Government Employee Assigned to Base or Installation
- Contract Employee (Non-Construction) Working on Installation
- Other

The screenshot displays the 'Account Registration Form' with the following sections and fields:

- Name and Email:** First name, Middle initial, Last name, Email address, Confirm email address.
- Login ID and Password:** Login ID (jshusta), Password, Confirm password.
- Training Type:** Training Type (Military Assigned to Base or Installation), Service branch (- Select one -).
- Work Location and Organization:** Primary U.S. state, U.S. territory, or host nation in which you will be working (- Select one -), Select your UIC: (Check to sort by UIC title, - Select one - (Sorted by UIC)).
- Training Selection:** Duties and Responsibilities (Click the question mark icon next to a category for more information about that category). Categories include: Administrative Duties, Air Emissions / Engine O&M, Aircraft Maintenance, Asbestos Removal, Construction, Cultural Resource Management, Monitoring Operations, Natural Resources, Painting Operations, PCB Management (Transformer Use / Replacement), and Pest / Pesticide / Herbicide Management.

After selecting a Training Type, Military, Contract Employee (Non-Construction), and Other Training Types will also be prompted to select their Service Branch.

Work Location and Organization

Next, you will be prompted to enter the following information related to your Work Location and Organization:

1. Select the primary U.S. state, U.S. territory, or host nation in which you will be working.
2. Select the location, base, or host installation where you will be working.
3. Select your UIC. It is important to enter the correct UIC when registering.

Training Selection

1. Click on the boxes next to the duties and responsibilities that apply to you.

Next, you have the option to receive newsletters and announcements from ECATTS.

Finally, you must click the box next to the following statement: “I agree to abide by the Terms of Use established for this site.”

After you successfully register, you will be taken to the ECATTS home page for your primary training location.

- From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
- You may also choose to end your session by logging out. The next time you enter the site, you will login by typing your User ID and password created during registration.

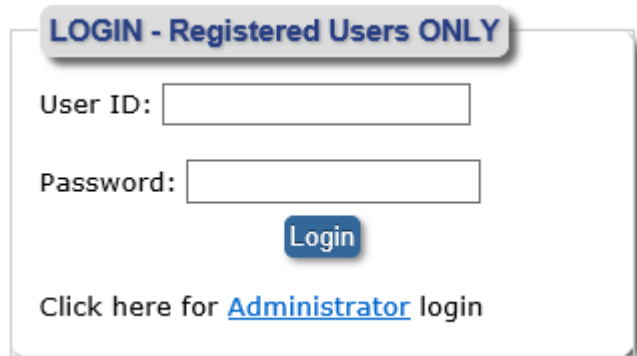
This completes the registration process for Military or Civilian Assigned to Base or Installation, Contract Employee (Non-Construction), and Other Training Types.

Section III: Login

Returning User Login

Once you have registered you can login and use ECATTS from any computer with Internet access.

1. Go to the Navy ECATTS website: <https://environmentaltraining.ecatts.com>
2. At the **Welcome to ECATTS** login screen, refer to the **LOGIN - Registered Users ONLY** box.
3. Enter your User ID and password and click [Login](#). You will be taken to the ECATTS home page for your primary training location.



The screenshot shows a login box with a title bar that reads "LOGIN - Registered Users ONLY". Inside the box, there are two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box. Below the password field is a blue button with the text "Login". At the bottom of the box, there is a link that says "Click here for [Administrator](#) login".

Login Help

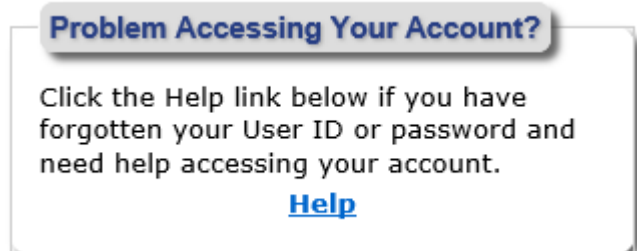
What if I forgot my password or Login ID?

If you have lost or forgotten your Login ID or password, click [Help](#) at the bottom left of the login page to open the **Account Access Help** page.

Enter your email address in the box and click the Send button. If your

email address does not match any found in the ECATTS system, you will receive an error message. In that case, click the [ECATTS Technical Support](#) link for assistance.

Use the information sent to you (new password and Login ID) to log in to the system. You can then change the password that was sent to you (to something that you can easily remember) by selecting [My Profile](#) from the home page primary navigation bar across the top of the page.



The screenshot shows a help box with a title bar that reads "Problem Accessing Your Account?". Inside the box, there is a paragraph of text: "Click the Help link below if you have forgotten your User ID or password and need help accessing your account." Below the text is a blue button with the text "Help".

If your email address has changed since you last updated it in ECATTS (or you do not receive your Login ID or password after requesting it), click [ECATTS Technical Support](#) for assistance.

Section IV: ECATTS Home Page

After you login to the ECATTS system, the next screen that will open is the ECATTS home page shown below. From here, you can access the following:

- a primary navigation bar horizontally located across the top of the page
- reference areas on the left side of the page and along the bottom of the page
- links to your training, all available training, and installation specific information



A. Primary Navigation Bar

Home

This link will take you back to your ECATTS home page from anywhere within the site.

Training Plan

Click this link to go to your **Personal Environmental Training Plan** and view the following information:

1. Your primary training location
2. The overall status of your training
 - a. **Completed** means that you have taken all the required tests and have answered all the questions correctly.
 - b. **Incomplete** means that you have not taken and/or passed all the tests.
3. The required training modules assigned to your work practice categories
4. The status of each training module in your training plan
 - a. **Passed** means you have already taken and passed the test for that module.
 - b. **Take the Test** means that you have not successfully passed the test for that module (or your training has expired).
 - c. **Requalify** indicates that you can go directly to a test and requalify for a training module you previously passed.
5. Available optional training may be listed for some Training Types.

Personal Environmental Training Plan 1

Connecticut Location Not Otherwise Listed

NOTE: Depending on the duties/jobs for which you are registered, modules may appear in the below list more than once. Once you have successfully completed a module, it will display as "passed" wherever it is listed.

Cultural Resource Management 2

Status: Incomplete
You have completed 1 of 8 required training modules.

Required Training 3	Duration	Actions 4
Asbestos	(~20 min)	Go to Training Take the Test
Building Construction, Demolition or Renovation	(~15 min)	Go to Training Take the Test
Environmental Compliance and Enforcement	(~15 min)	Go to Training Take the Test
Environmental Management System Awareness Training	(~20 min)	Go to Training Take the Test
General Environmental Compliance	(~10 min)	Go to Training Take the Test
Lead-Based Paint	(~15 min)	Go to Training Take the Test
Natural and Cultural Resources	(~15 min)	Go to Training Take the Test
Pollution Prevention	(~5 min)	Go to Training (Expired) Take the Test

Optional Training 5

You have completed 1 of 21 optional training modules.

Check to show the available optional training

Back
Update Training Plan
Add Additional Training Location

If you have not completed training in a subject area, you can go to the training by clicking [Go to Training](#) or you can go directly to the test by clicking [Take the Test](#).

At the bottom of the page is a button titled [Update Training Plan](#). Click on this button to add or remove training from your training plan. (See **Change My Training Plan** on page 20 of this manual for detailed instructions.) There is also an option to [Add Additional Training Location](#).

Test Results

Click [Test Results](#) in the primary navigation bar to view a list of all the tests you have taken. The system lists the test name, date taken, and your score. ***You are required to score 100% in order to pass each test.*** If you have done so, it will say **Passed** under **Test Score**.

Click [Review](#) to see which questions you answered correctly and which ones you did not.

[Retest](#) appears next to those tests that you have taken but have not yet passed.

Click [Retest](#) to go back to and complete the test. ***Only those questions you have not answered correctly will be presented to you.***

Test Results

This page lists the tests you have taken. Click the Review link to review the results of a test. Select the Retest link to complete the test.

Test Name	Test Score	Test Date	
Drinking Water	57% (4 of 7)	Mar-18-2009 17:06	Review Retest
Environmental Management System	Passed	Mar-18-2009 17:09	Review
Pollution Prevention	Passed	May-23-2008 13:08	Review
Recycling	Passed	Nov-23-2009 18:55	Review
Recycling	Passed	Mar-24-2010 14:56	Review

Print Certificate

Click this link to view all the training modules you have completed. Training for each subject is considered complete when you answer all questions correctly on the test. The system lists names of the training modules and the dates of completion.

From this screen you can print your Certificate of Accomplishment, which lists all the modules you have successfully completed and the dates. You can print either a full-size certificate, or a convenient wallet size certificate to keep with you at all times. There is also an option to generate a PDF version of your certificate.

My Profile

Click [My Profile](#) to view your account information. You can make changes to the following:

- your personal information (name and email address)
- password
- training type
- state, territory, or host nation
- installation or base
- activity UIC
- company and contract (for non-DoD accounts)

Click [Save Changes](#) when you are finished making changes.

Suggestions

Use this link to send feedback, comments or suggestions to the developers of ECATTS.

1. Click [Suggestions](#) in the primary navigation bar across the top of the page.
2. Select the Subject and level of importance from the drop-down menus.
3. Enter your comments in the blank text box.
4. Click [Submit](#).

Comments are encouraged. Every effort is made to respond to comments in a timely manner.

Logout

Click on this link to logout of (exit) ECATTS.

B. Reference Areas

A reference section is located vertically along the left side of the home page and includes the following links:

NAVFAC FEC Home Page

This is a link to the external website for NAVFAC FEC for your installation.

Installation Home Page

This is a link to your installation's external website.

ECATTS User Manual

Click ECATTS User Manual to open a copy of this User Manual.

Notices

Relevant ECATTS related Command Notices can be added here by the installation ECATTS administrators.

ECATTS Newsletter

Click [ECATTS Newsletter](#) to view the most recent edition of the ECATTS newsletter, which highlights system enhancements, customer support tips, and other relevant updates.

Listed below are descriptions of informational links along the bottom of the ECATTS home page.

Contact Us

Click [Contact Us](#) for links to email, phone numbers, and mailing addresses for ECATTS Customer Support and corporate offices.

Terms of Use

Click [Terms of Use](#) to view the Terms of Use policies for the International Center for Leadership Development, Inc.'s family of online application services which includes the Environmental Compliance Assessment, Training, and Tracking System (ECATTS) and the Environmental, Safety, and Occupational Health Training Network (ESOHTN).

Accessibility

This website is designed based on the federal Section 508 standard for web sites. Achieving compliance with Section 508 is an ongoing process. If you have an accessibility issue with any part of this website, please contact us so we can help.

Links

Click [Links](#) for an extensive list of links to external environmental compliance resources. The links are organized by environmental categories (i.e., Contamination Remediation, Spills, Pesticides, etc.). You can scroll through all the categories using the scroll bar on the right side of the page or click on one of the categories to go directly to the links for that topic.

Click any of the links to go to that external website. A new window will open. You can close this window and return to the ECATTS **Environmental Information Links** page by clicking the X (Close button) in the upper right-hand corner of the screen.

Training Manager

The ECATTS administrator at your installation can designate a user account as one of the following types of Training Managers:

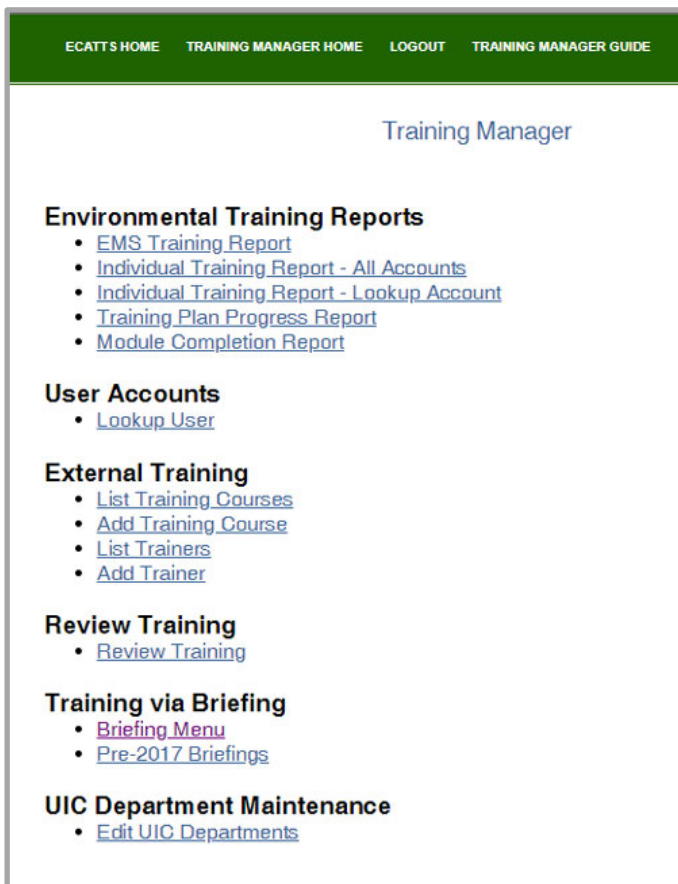
- Company Training Manager
- Installation Training Manager
- Special Area Training Manager
- Shop Supervisor Training Manager
- UIC Training Manager

A link to the Training Manager home page is located at the lower left corner of the page **ONLY** for those users designated as Training Managers. An example is shown below.



Training Managers can click on this link to reach the Training Manager home page. The Training Manager homepage shown might be different depending on which type of training manager is designated. From here, you can perform some or all of the following tasks:

- review a number of reports regarding the use of the ECATTS system
- lookup user accounts
- list or add external training course information
- review training modules available at a selected installation
- enter training completed via briefing



Training Manager: Environmental Training Reports

[EMS Training Report](#) generates an EMS status report for your installation or company by user name, EMS status, and date of completion.

[Individual Training Report – All Accounts](#) provides a list of completed training by user for your installation or company.

[Individual Training Report – Lookup Account](#) opens the

Lookup Account screen. Enter a name, login id, or company name (if you are a contractor) in the fields provided to find an account. Click [Search](#). This will bring you to the **Account Search Results** page. From here, you can archive, delete, or credit external training to the accounts. You can also assign a user account as

“Construction Oversight.” This designation allows the user to view training modules provided specifically to construction contractors.



The screenshot shows a web form titled "Construction Oversight". Below the title is a paragraph of text: "The environmental training provided to NAVFAC construction contractors is different from the training provided to military base employees. You can review the training provided to construction contractors by selecting the state and location from the lists below." There are three dropdown menus: "Select the state or host nation: - Select one -", "Select the location: - Select one -", and "Select the contractor type: - Select one -". Each dropdown menu has a small asterisk to its right. At the bottom left of the form is a button labeled "Continue ->".

[Training Plan Progress Report](#) provides a status report of training plans by installation or company.

[Module Completion Report](#) provides a list of users who have completed a specific module.

Training Manager: User Accounts

[Lookup User](#) opens the **Lookup Account** screen. Enter a user name, login id, or company name in the fields provided to find an account. Click [Search](#). This will bring you to the **Account Search Results** page. From here, you can archive, delete, or credit external training to the selected accounts. You can also assign a user account as “Construction Oversight.” This designation allows the user to view the training modules provided specifically to construction contractors.

Training Manager: External (non-ECATTS) Training

The ECATTS system also allows Training Managers to manage a list of external (non-ECATTS) training course titles, descriptions, and trainer information. From the Training Manager home page, there are options to List or Add the titles and descriptions of external training courses and trainer information as described below.

[List Training Courses](#): Click this link to generate a list of external (non-ECATTS) training courses. You can delete an existing course title from the list or click [Users](#) to view a list of course attendees. You can also click [Add Course](#) to add a new

training course title and description. Enter the text and other requested information and click [Save](#). You can also click [Add Trainer](#) to add a new trainer. Enter the text and other requested information and click [Save](#).

[Add Training Course](#): Click this link to add the title and course information for an external training course as follows:

1. Click [Add Training Course](#) to go to the **Add External Course** page.
2. Enter the requested information in the fields.
3. Click inside a frame to enter or edit text.
4. Click [Save](#). The external course title and description will now appear in the list of external classes when you click [List Training Courses](#).

Click [List Trainers](#) to generate a list of external trainers. You can delete an existing trainer from the list. You can also click [Add Trainer](#) to add a new trainer. Enter the text and other requested information and click [Save](#). It is important that each trainer be added to the database as you will be asked to select the trainer when crediting a user with an external training course. You can also click [Add Course](#) to add a new training course. Enter the text and other requested information and click [Save](#).

Click [Add Trainer](#) to add a new trainer. Enter the text and other requested information and click [Save](#). It is very important to click [Save](#) after you enter any new information into the text fields.

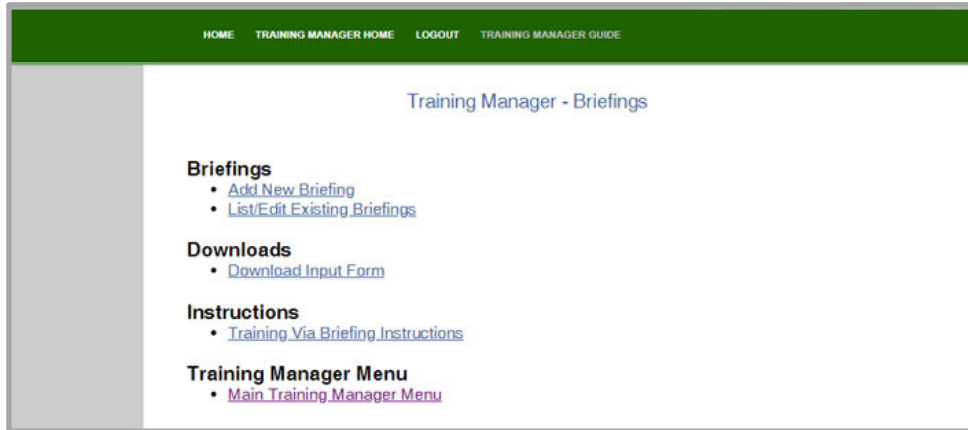
Training Manager: Review Training

[Review Training](#): Click this link to view specific training modules for a selected installation. Also use this link to print training modules to use in briefings by using CTRL + P to print.

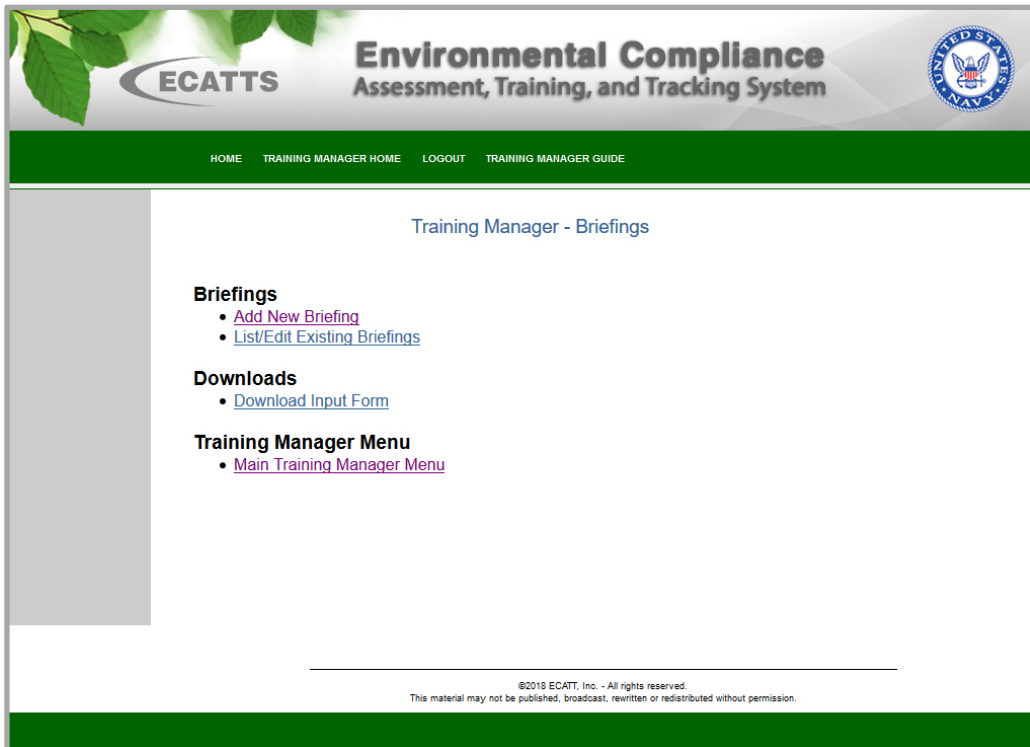
Training Manager: Training via Briefing

This function allows Training Managers to enter training completed via briefing by individuals without computer access and/or ECATTS accounts. For example, if you have personnel who work in an area without computer access and provide EMS training to them via briefing, it can be recorded here.

Click [Briefing Menu](#) to access the **Training Manager - Briefings** page (shown in the following image.) From here, you can add or list briefings/ briefing attendees or generate briefing reports.



From the menu below, you can add a new briefing or edit an existing briefing. To add a new briefing, click [Add New Briefing](#) link.



From there, you will see the ADD BRIEFING page (right). Your base will be auto-filled into the base field. Fill in the remaining fields with the requested information and click SAVE.

ECATTS Environmental Compliance Assessment, Training, and Tracking System

HOME TRAINING MANAGER HOME LOGOUT TRAINING MANAGER GUIDE

Add Briefing

Base: SUBASE KINGS BAY GA

Briefing Title: *

Briefing Date: *

Briefing Instructor: *

Briefing Description: *

Cancel Save

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Once you have added the briefing, you can add briefing attendees by locating the briefing you added from the *List/Edit Existing Briefings* menu.

ECATTS Environmental Compliance Assessment, Training, and Tracking System

HOME TRAINING MANAGER HOME LOGOUT TRAINING MANAGER GUIDE

Training Manager - Briefings

Briefings

- [Add New Briefing](#)
- [List/Edit Existing Briefings](#)

Downloads

- [Download Input Form](#)

Training Manager Menu

- [Main Training Manager Menu](#)

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Select the **ADD ATTENDEES** link under the briefing you are editing.

ECATTS Environmental Compliance Assessment, Training, and Tracking System

HOME TRAINING PLAN TEST RESULTS PRINT CERTIFICATE MY PROFILE SUGGESTIONS LOGOUT

Briefings

Briefing Title	Date of Briefing	Installation	Instructor	Added By	Added Date
2nd Sample Briefing List Attendees Add Attendees Print Briefing Roster	2018-06-19	SUBASE KINGS BAY GA	Sarah Spalding	sarah	2018-06-19
Sample Briefing List Attendees Add Attendees Print Briefing Roster	2018-06-19	SUBASE KINGS BAY GA	Sarah Spalding	sarah	2018-06-19

Back Menu Add Briefing

The form below will open:

ECATTS Environmental Compliance Assessment, Training, and Tracking System

HOME TRAINING MANAGER HOME LOGOUT TRAINING MANAGER GUIDE

Add Attendees

Name	Extra 1	Extra 2	Extra 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save Save and Add More

Type in the names of each attendee as well as any other information you wish to collect such as building, office, rank, email address, etc. The columns labeled “Extra 1,” “Extra 2,” and “Extra 3” are editable. You will be able to rename those columns to make them more pertinent to you. After filling up the form, you can either click SAVE (if you are finished adding attendees) or Save and Add More, which will enable you to add additional attendees to your briefing.

Once your briefing has been created and you have added the appropriate attendees, the records will be saved in ECATTS. If you click PRINT BRIEFING ROSTER, it will prompt you to open a PDF of the roster.

Environmental Compliance
Assessment, Training, and Tracking System

HOME TRAINING PLAN TEST RESULTS PRINT CERTIFICATE MY PROFILE SUGGESTIONS LOGOUT

Briefings

Briefing Title	Date of Briefing	Installation	Instructor	Added By	Added Date
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Sample Briefing List Attendees Add Attendees Print Briefing Roster	2018-06-19	SUBASE KINGS BAY GA	Sarah Spalding	sarah	2018-06-19

Back Menu Add Briefing

Print it or save to your files as needed.

ECATTS HOME TRAINING MANAGER HOME LOGOUT TRAINING MANAGER GUIDE

Training Manager

Environmental Training Reports

- [EMS Training Report](#)
- [Individual Training Report - All Accounts](#)
- [Individual Training Report - Lookup Account](#)
- [Training Plan Progress Report](#)
- [Module Completion Report](#)

User Accounts

- [Lookup User](#)

External Training

- [List Training Courses](#)
- [Add Training Course](#)
- [List Trainers](#)
- [Add Trainer](#)

Review Training

- [Review Training](#)

Training via Briefing

- [Briefing Menu](#)
- [Pre-2017 Briefings](#)

UIC Department Maintenance

- [Edit UIC Departments](#)

To print a copy of a training module (for briefing), return to the Training Manager Homepage. Click on the link [Review Training](#).

Click on a training module from the list. A window with the module will open.

Training Modules

Click on a module name to view a training module.

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Module Name	Module ID
Affirmative Procurement/Green Procurement	CECOS_PWO1_S_3500
Air Quality	CT_S_0800
Air Quality	CECOS_PWO1_S_0800
Amphibian and Reptile Training: An Introduction to Amphibians and Reptiles	NAVY_S_1520
Amphibian and Reptile Training: Diversity of Amphibians and Reptiles in the United States	NAVY_S_1530
Amphibian and Reptile Training: General Inventory and Monitoring Techniques for Herpetofauna	NAVY_S_1510
Amphibian and Reptile Training: Habitat Management Guidelines	NAVY_S_1580

To print a hard copy of the training, hold Down the control key on your keyboard and press p.

This will open a print window and allow you to print a copy or print to a pdf file.

CTRL + P
to print



The screenshot shows a web page for a training module. At the top, there is a green navigation bar with links: ECATTS HOME, TRAINING MANAGER HOME, LOGOUT, and TRAINING MANAGER GUIDE. The main content area has the title "An Introduction to Amphibians and Reptiles" and the ID "NAVY_S_1520". A notice states: "NOTICE: These materials are the copyrighted property of International Center for Leadership Development or the copyrighted property of our licensors or licensees. This material is provided here for the sole purpose of reviewing, commenting on and editing modules to customize the training for your installation." Below this, it says "Page 1", "Ident: NAVY_PARC_T_1530", "Category: An Introduction to Amphibians and Reptiles", and "Description: An Introduction to Amphibians and Reptiles Introduction". A red banner indicates: "This training includes additional information through the audio feature. To read the audio script, click here." There are two circular logos: the Department of Defense and the Environmental Protection Agency. The title "An Introduction to Amphibians and Reptiles" is repeated. A section titled "This training will:" lists three bullet points: "Review the major groups of amphibians and reptiles", "Provide an overview of some of their physical traits and physiology", and "Explain their reproduction." A callout box with a red arrow points to the page with the text "CTRL + P to print".

C. Links to Training and Installation Specific Information

Go To Your Training

From the ECATTS home page click “My Training Plan” to access the **Environmental Compliance Testing and Training** page.

My Training Plan

Go To My Training Plan

Click [Go To My Training Plan](#) to access the page called **Personal Environmental Training Plan**. This page was discussed in detail under **Training Plan** in the section above. It lists the following information:

- the duties for which you registered
- the required training modules assigned to your work practice categories
- the overall status of your training
- the status of each training module in your training plan
- additional optional training

From this page you can do the following:

- [Go to Training](#) – Click this link to go to the training modules (for more information about training modules, see **Section V: How to Complete the Training**)
- [Take the Test](#) – Click this link to go directly to the test for a specific training module. For more information about taking tests, see **Section VI: Testing and Assessment**.
- [Requalify](#) – Click this link to go directly to a test and requalify for a training module you previously passed.
- [Update Training Plan](#) – Click this button to add or remove training to/from your training plan. (See **Change My Training Plan** below for more detailed instructions.)
- [Add Additional Training Location](#) – Click this button to select a secondary training location.

Change My Training Plan

Click [Change My Training Plan](#) to access the page called **Update Your Environmental Training Plan**. From here, you can remove or add environmental training to your training plan.

- At the top of the page, you will see the training for which you are registered.
- To **remove** training, check the box next to the training you wish to remove and click [Save Changes](#) at the bottom of the page.
- To **add** training, check the box next the training you want to add and click [Save Changes](#) at the bottom of the page

Update Your Environmental Training Plan

You are registered for the following environmental training:
(Click the box to the left of any training you wish to remove.)

Environmental Management

Enter changes below:

Check all the training courses you wish to add to your environmental training plan:

<input type="checkbox"/> Administrative Duties ?	<input type="checkbox"/> Natural Resources ?
<input type="checkbox"/> Air Emissions / Engine O&M ?	<input type="checkbox"/> Painting Operations ?
<input type="checkbox"/> Aircraft Maintenance ?	<input type="checkbox"/> PCB Management (Transformer Use / Replacement)
<input type="checkbox"/> Asbestos Removal ?	<input type="checkbox"/> Pest / Pesticide / Herbicide Management ?
<input type="checkbox"/> Construction ?	<input type="checkbox"/> Potable Water (Drinking Water) Management ?
<input type="checkbox"/> Cultural Resource Management ?	<input type="checkbox"/> Radioactive Material Storage / Radon
<input type="checkbox"/> Environmental Management ?	<input type="checkbox"/> Recycling Operations (including tire & battery)
<input type="checkbox"/> Fire Arms / Ordnance O&M ?	<input type="checkbox"/> Soil Management ?
<input type="checkbox"/> Fuels Storage & Management ?	<input type="checkbox"/> Solid Waste Management ?
<input type="checkbox"/> General Maintenance ?	<input type="checkbox"/> Spill Prevention & Response ?
<input type="checkbox"/> Hazardous Materials Management ?	<input type="checkbox"/> Storm Water Management ?
<input type="checkbox"/> Hazardous Waste Management ?	<input type="checkbox"/> Surface Coating Operations ?
<input type="checkbox"/> HVAC Maintenance & Refrigerants (ODS / Halon Usage / Storage)	<input type="checkbox"/> Training ?
<input type="checkbox"/> Industrial Operations & Maintenance ?	<input type="checkbox"/> Vehicle Management ?
<input type="checkbox"/> Installation Restoration (Environmental Restoration / Remediation)	<input type="checkbox"/> Wastewater Discharge ?
<input type="checkbox"/> Laboratory Operations ?	<input type="checkbox"/> Water / Wastewater Management ?
<input type="checkbox"/> Machining Operations ?	<input type="checkbox"/> Water / Wastewater Disposal ?
<input type="checkbox"/> Monitoring Operations ?	

If you require more advanced training please select from the list below:

RCRA Annual Refresher Training (8 modules to complete)

Sediment and Stormwater Construction Training (9 Modules to Complete)

All Available Environmental Training

From the ECATTS home page, click “All Available Environmental Training” to go to a page called **Table of Contents** which lists all training modules by Training Type.

- Click [Military Base Employee or Related Personnel – Environmental Training](#) for links to all the ECATTS training modules available for these Training Types at your installation (not just the modules in your specific environmental training plan).
- Click [NAVFAC Construction Contractor \(Prime or Sub\) – Environmental Training](#) for links to all the ECATTS training modules available for this

Training Type at your installation (not just the modules in your specific environmental training plan).

- Click [Other Construction Contractor – Environmental Training](#) for links to all the ECATTS training modules available for this Training Type at your installation (not just the modules in your specific environmental training plan).

You are welcome and encouraged to take any of the ECATTS training, and you will receive credit for all the tests that you pass.

Installation Specific Information

From the ECATTS home page, click “Installation Specific Information” to view additional environmental information. Examples of the information you might see are shown below.

Environmental Contacts

This link may provide information about whom or what office to contact at your installation when you have questions about environmental issues.

Environmental Contacts	
Contact / Office Name	Phone
NAVFAC Washington: Environmental Business Line Director	(202) 433-6388
NAVFAC Washington: Compliance Product Line Coordinator	(202) 685-3241
NAVFAC Washington: Planning Product Line Coordinator	(202) 685-8469
NAVFAC Washington: EMS Coordinator	(202) 685-3298

Forms, Documents, and Checklists

If your facility supplied forms and checklists, or other sources of environmental information that they want you to have easy access to, they will be located in this area.

Section V: How to Complete the Training

Unless otherwise directed by a supervisor, you are not required to complete the training or tests in any particular order. ECATTS keeps track of which training and tests you have completed.

How to Access Your Training Modules

1. When you login to ECATTS you will be on the home page for your installation.
2. To access your training modules,
 - a. click [Training Plan](#) in the primary navigation bar (located along the top of the page under the site banner), OR
 - b. click “My Training Plan”. Then, click [Go To My Training Plan](#) to access your **Personal Environmental Training Plan**.



3. All the job functions for which you are registered are listed. Under each job function, the required training is listed by subject (air emissions, wastewater, asbestos, hazardous waste, etc.).
4. Click [Go to Training](#) to the right of the module you want to review.

Accessing Tests in Training Modules

There are two additional links above and below the training module page titled [Take Test](#). You can click [Take Test](#) from any page in the module to go directly to the test for that module.

Hazardous Materials

Page 2 of 8

[Previous Page](#) [Take Test](#) [Next Page](#)


Who Regulates Hazardous Materials?

The United States has laws designed to protect people and the environment from the dangers of hazardous materials during transportation, storage, and use, including the following

- Occupational Safety and Health Act (OSHA)
- Clean Air Act (CAA)
- Safe Drinking Water Act (SDWA)
- Hazardous Material Transportation Act (HMTA)
- Emergency Planning and Community Right-To-Know Act (EPCRA)
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)
- Resource Conservation and Recovery Act (RCRA)
- Toxic Substances Control Act (TSCA)

In addition to the federal regulations, many states and local governments place their own requirements on the management of hazardous materials.

As you might expect, the hazardous materials management requirements are complicated and can be confusing. This training module will help you understand some of the basics so that you can properly identify, use, store, and ultimately dispose of hazardous materials that you might encounter while doing your job.



0:38 / 1:19

How to Navigate Through the Training

ECATTS is designed to allow you to go through the training at your own pace.

- Review the training material on the first page. When you have finished that page, click [Next Page](#).
- Continue in this manner until you have reviewed all training pages in the module, and you have completed the test. You will then be directed to a results page that lists your score and final results.
- You can review pages as often as you like. You can move back and forth between pages by clicking the [Previous Page](#) button.

How to Exit a Training Module

Depending on where you want to go next, you can exit a training module in any of the following ways.

- If you want to return to your ECATTS home page, click [Home](#) in the primary navigation bar.
- If you want to take the test on the module you are currently in, click either of the two [Take the Test](#) buttons.
- If you want to review a different module in your training plan, click [Training Plan](#) from the primary navigation bar.
- If you are finished with your ECATTS session and want to logout, click [Logout](#) in the primary navigation bar.

Section VI: Testing and Assessment

Each test is randomly generated from a pool of questions available for each training module. Generally, there will be one question from each page in the training module on the test. You have thirty minutes to complete a test.

A test should be taken within a short time after reviewing the training (while the material is still fresh in your mind). You can, however, take tests whenever you want to, in any order, and even without reviewing the training module first.

How to Access the Tests

You can access tests from two different places as described below.

- From your ECATTS home page:
 - You can access and take any tests by clicking on “All Available Environmental Training.” Then, click the link for your user type (Military Base Employee or Related Personnel/ NAVFAC Construction Contractor); **OR**

- Click [Training Plan](#) in the primary navigation bar (located horizontally along the top of the page under the site banner); **OR**
- Click on “Go To Your Training”. Then, click on [Go To My Training Modules](#) under the heading **My Training Plan**.
 - Either of these links will take you to your **Personal Environmental Training Plan** page.
 - Select the test you want to take by clicking [Take the Test](#) (or [Requalify](#)) to the right of the chosen subject.
- From the training module:
 - You can access the test for the training module you are in by clicking either of the two [Take the Test](#) buttons above and below the module.

How to Take a Test

1. Access the desired test (see above). **You have thirty minutes to complete each test.** If you do not complete the test within the allotted time, you will time out of ECATTS. You will have to log back in to ECATTS and take the test over.

HINT: If you feel that you are approaching the end of the allotted thirty minutes, you may want to click [Submit](#). The questions you answered will be assessed (see more details about the assessment below) and the ones you did not answer will be counted as “incorrect”. However, you can simply click [Retake Test](#). This will take you back to the test to answer the remaining questions, with a new thirty-minute time limit. By doing this, you will not time out and have to retake the entire test.
2. Answer each question by clicking the bubble next to the correct answer.
3. Click [Submit](#). **By clicking [Submit](#), you certify that you personally responded to the test questions and did not allow others to respond to the questions on your behalf.**
4. Your test responses are automatically sent to ECATTS for immediate assessment.

The Test Assessment

- Immediately after submitting your test answers, you will see your results.
- The assessment indicates the number of questions you answered correctly.
- In the left column, all the questions you answered correctly are listed. You do not need to take any further action regarding these questions.
- In the right column, the questions you answered incorrectly are listed.

**Environmental Compliance Assessment
Individual Test Report**

Pollution Prevention

You have correctly answered 3 of 5 questions.

You must answer all questions correctly in order to pass this module.

Strengths: Questions answered correctly	Weaknesses: Questions answered incorrectly
<p>2. Source reduction involves: (a) doing everything on a small scale, (b) using only the amount of raw materials that you need, (c) using as many raw materials as possible, (d) all of the above</p> <p>4. Is mixing waste generated from different processes a good idea? (a) yes, it is a good pollution prevention measure, (b) no, it typically causes the waste to be more expensive and difficult to dispose of, (c) only if you are able to segregate the waste within the container, (d) none of the above</p> <p>5. Pollution prevention begins: (a) at the moment that raw materials are purchased, (b) when you begin to use a toxic material, (c) when you throw something away, (d) none of the above</p>	<p>1. Pollution prevention measures encourage: (a) using fewer raw materials, (b) modifying processes to decrease pollution, (c) maintaining equipment and upgrading equipment to models that cause fewer pollutants to be released, (d) all of the above Go to on-line training Retake the test</p> <p>3. Making educated purchasing choices saves money by decreasing: (a) employee training costs, (b) disposal costs, (c) material management concerns, (d) all of the above Go to on-line training Retake the test</p>

- You can attempt to answer the questions you got incorrect by clicking [Retake the Test](#). Only the questions answered incorrectly will be listed and you can submit new answers.
- To find the correct answer to a question you answered incorrectly, click [Go to on-line training](#).
 - The training page will open.
 - Review the page to find the information you need to answer the question.
 - When you are satisfied you have the correct answer, do one of the following:

Click [Take the Test](#) in the module. All the questions you previously answered incorrectly will be presented for you to answer again; **OR** Click the back button on your browser window and you will return to the assessment. Click [Retake the Test](#) and answer the question(s) again.

- Repeat this process as often as necessary until you have answered all the test questions correctly. **You must score 100% to pass the test.**

Printing a Certificate of Accomplishment

1. Click [Print Certificate](#) from the primary navigation bar across the top of the page.



2. The **Completed Environmental Training** page lists the modules you have completed, your credit hours, the dates on which you passed the tests, and any qualifications that have expired. The site administrator at your installation can also add external training credits to your completed environmental training.

- Click the button for the size certificate that you want to print (wallet or full size). You will see your Certificate of Accomplishment. Based on your computer's settings, either the certificate will print automatically or you will be prompted to send it to your printer. There is also an option to generate a PDF version of your certificate.

Completed Environmental Training

The selected courses will appear on your printed certificate.

Select All

Print Completed Environmental Training	CEU/Credits	Qualification Date	
<input checked="" type="checkbox"/> General Environmental Compliance Information		2014-08-12	Requalify
<input checked="" type="checkbox"/> Recycling		2014-08-12	Requalify

NOTE: if your certificate does not display for printing, your browser may be blocking popups on this site. Please be sure your popup blocker is turned off for this site and you should be able to retrieve your certificate without further delay.

Section VII: Do You Still Have Questions?

Please contact ECATTS Technical Support with any questions regarding this manual.

Telephone: ECATTS Support

(U.S.) 866-730-4253

Email: support@ecatts.com