

**Penn State – Erie**  
**The Behrend College**  
**Pennsylvania Right-to-Know Act**  
**Training Notification Form**  
**New Employees**

FROM: Office of Police Services

TO: New Employees and Work-Study Employees

The Community and Employee Right-to-Know Act mandates that every new employee be given the opportunity to attend a training session in a specific area outlined by the Act within 120 days of employment. Accordingly, the Department of Environmental Health and Safety at University Park has developed a training program to comply with the requirements of the Act. The program will discuss the safe handling and use of chemicals found on campus, other than those used in chemistry labs, as well as where to get specific information on chemicals you may work with.

To participate in the Environmental Health and Safety on-line Right-to-Know presentation, follow these instructions:

1. Go to <http://www.ehs.psu.edu/training/index.cfm>
2. Select the "**EHS On-line Course Registration**" link
3. Login with your PSU Access credentials
4. Select "**View Courses**"
5. In the left menus select "**Right-To-Know**"
6. A box will open under this link and select "**Right-to-Know (Chemical Hazard Awareness) – Non-University Park Only**"
7. Follow the instructions

Be sure to click the "**Completed**" link when you have finished viewing the presentation and materials. You will be prompted to fill out a form and up on submitting will be given credit for the course.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

PSU ID #: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dept. Employed: \_\_\_\_\_

Signature: \_\_\_\_\_

- I plan on viewing the Right to Know Training Program.
- I do not want to view the Training Program.

If you have any questions concerning the Right to Know Act please address them to the Office of Police Services.