



ECATTS User Manual



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Section I: Introduction

Welcome to the Institutional Services Contract (ISC) Environmental Compliance Assessment, Training, and Tracking System (ECATTS). This manual will 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. ISC 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?

ISC 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. This tells users that ECATTS is a secure site.

Section II: First Time Registration

Quick and Basic Registration Instructions

1. Go to the ISC ECATTS website: <https://isc.ecatts.com>
2. Click [Enter](#).
3. At the **Welcome to ECATTS** login screen, refer to the **REGISTER - New Users** box.
4. **Ask your supervisor for the registration password.** Enter the password into the box.
 - a. If your supervisor cannot tell you the registration password, click [ECATTS Technical 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.
5. Click [Create An Account](#).
6. You will be asked to complete an account registration form.
7. 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."
8. 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 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 ISC ECATTS website: <https://isc.ecatts.com>
2. Click **Enter**.
3. At the **Welcome to ECATTS** screen, refer to the **REGISTER - New Users** box.

ADMINISTRATORS USER MANUAL LOGOUT

Welcome to ECATTS®

LOGIN - Registered Users

If you have used this system before and have already created an account, enter your own personal Login ID and password in the boxes below and click the "Login" button.

Login ID:

Password:

Problem Accessing Your Account?

Click the Help link below if you have forgotten your Login ID or password and need help accessing your account.

[Help](#)

REGISTER - New Users

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 on Create an Account 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.

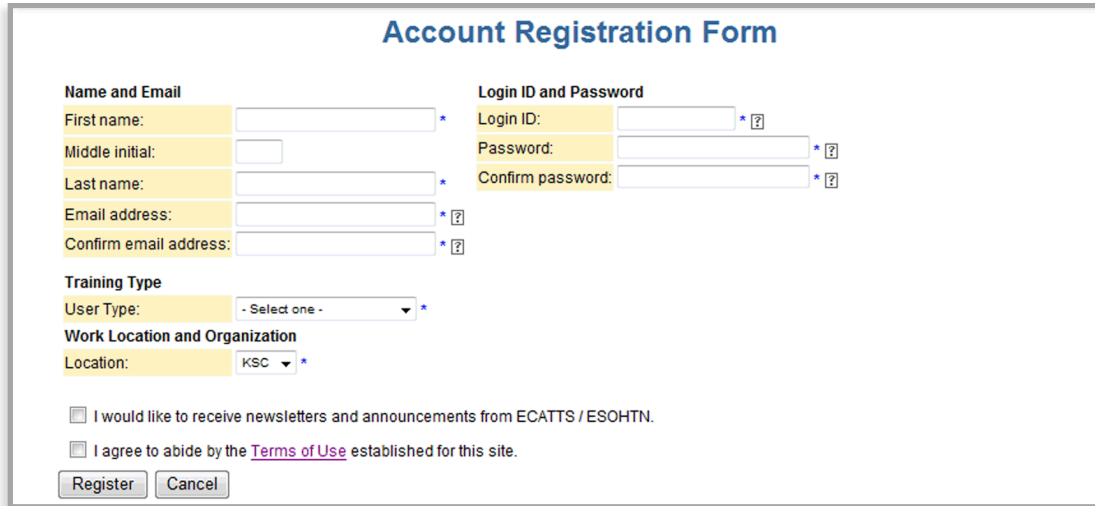
NOTE: If your email address ends with ".mil", [CLICK HERE](#) and our server will send you the registration password immediately.

Registration Password: [Create an Account](#)

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

4. Ask your supervisor for the registration password. Enter it into the box.
 - a. If your supervisor cannot tell you the registration password, click ECATTS Technical 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.
5. Click **Create An Account** to access the **Account Registration Form** described on the following page of this manual.

Account Registration Form – All Training Types

The screenshot shows a web form titled "Account Registration Form" in blue text. The form is divided into several sections. The "Name and Email" section on the left includes fields for "First name:", "Middle initial:", "Last name:", "Email address:", and "Confirm email address:", each with a text input box and an asterisk indicating it is required. The "Login ID and Password" section on the right includes fields for "Login ID:", "Password:", and "Confirm password:", each with a text input box, an asterisk, and a question mark icon. Below these is the "Training Type" section with a "User Type:" dropdown menu showing "- Select one -". The "Work Location and Organization" section includes a "Location:" dropdown menu showing "KSC". At the bottom, there are two checkboxes: "I would like to receive newsletters and announcements from ECATTS / ESOHTN." and "I agree to abide by the [Terms of Use](#) established for this site." Below the checkboxes are two buttons: "Register" and "Cancel".

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

User Type: - Select one - *

Work Location and Organization

Location: KSC *

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

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

Register 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 User Types which applies to you:

- ISC Team Member
- Government Employee
- Contractor (Construction) including 23 specific categories
- Guest

The screenshot shows the registration form for the Institutional Services Contract (ISC) Environmental Compliance System. The form is titled "Registration Form" and includes the following sections:

- Name and Email:** Fields for First name, Middle initial, Last name, Email address, and Confirm email address.
- Training Type:** A dropdown menu labeled "User Type" with a list of 23 specific contractor categories, including: ISC Team Member, Government Employee, Contractor (Construction): Alarm Technician, Contractor (Construction): Asbestos Worker, Contractor (Construction): Carpenter, Contractor (Construction): Compressed Gas Mechanic, Contractor (Construction): Construction Site Manager / Supervisor, Contractor (Construction): Elevator Mechanic, Contractor (Construction): Environmental Primary Point Of Contact, Contractor (Construction): General Laborer, Contractor (Construction): General Mechanic, Contractor (Construction): Heavy Equipment Operator, Contractor (Construction): High Voltage Electrician, Contractor (Construction): HVAC Technician, Contractor (Construction): Low Voltage Electrician, Contractor (Construction): Maintenance Mechanic, Contractor (Construction): Masonry Worker, Contractor (Construction): Painter / Corrosion Control Specialist, Contractor (Construction): Plumber / Pipe Fitter, Contractor (Construction): Roadway Construction Worker, Contractor (Construction): Roofing Worker, Contractor (Construction): Sheet Metal Worker, Contractor (Construction): Waste Worker, Contractor (Construction): Water/Waste Water Worker, Contractor (Construction): Welder, and Guest.
- Work Location and Organization:** Fields for Location (dropdown) and Company name (dropdown).
- Checkboxes:** Two checkboxes: "I would like to receive newsletters and announcements from ECATS / ESOHTN." and "I agree to abide by the Terms of Use established for this site."
- Buttons:** "Register" and "Cancel" buttons.

From this point, the registration process differs depending on the User Type you just selected. ISC Contractor (Construction) will be discussed first.

➡ All other User Types (ISC Team Member, Government Employee, or Guest) go to page 7 of this manual to complete the registration process.

Account Registration - ISC Construction Contractor User Type

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

User Type: *

Work Location and Organization

Location: *

Company name: *

☐ 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 one of the 23 categories for ISC Construction Contractor as your User 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 location where you will be working.
2. Select your company name and contract information.
 - a. If your company name is not listed, select this option from the drop down list and you will be prompted to enter your company name and contract information.
3. Next, you have the option to receive newsletters and announcements from ECATTS.
4. Finally, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."
5. 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.
 - 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 username and password created during registration.

This completes the registration process for ISC Contractor (Construction).

Account Registration – ISC Team Member, Government Employee, or Guest

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

User Type: ISC Team Member *
Job Type: 131060A4 - Project Analyst *
Department: - Select one - *

Work Location and Organization

Location: KSC *

☐ I would like to receive newsletters and announcements from ECATTS / ESOHTN.
☐ I agree to abide by the [Terms of Use](#) established for this site.

Training Type

This section continues the account registration form for three User Types: ISC Team Member, Government Employee, and Guest.

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 work location where you will be working.
2. Select your job type and department.
3. Next, you have the option to receive newsletters and announcements from ECATTS.
4. Finally, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."
5. 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.
 - 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 username and password created during registration.

This completes the registration process for ISC Team Member, Government Employee, and Guest User 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 ISC ECATTS website: <http://isc.ecatts.com>
2. Click **Enter**.
3. At the **Welcome to ECATTS** login screen, refer to the **Registered Users** box.
4. Enter your Login ID and password and click **Login**. You will be taken to the ECATTS home page for your primary training location.

ADMINISTRATORS USER MANUAL LOGOUT

Welcome to ECATTS®

LOGIN - Registered Users

If you have used this system before and have already created an account, enter your own personal Login ID and password in the boxes below and click the "Login" button.

Login ID:

Password:

REGISTER - New Users

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 on Create an Account 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 an Account](#)

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

Problem Accessing Your Account?

Click the Help link below if you have forgotten your Login ID or password and need help accessing your account.

[Help](#)

Login Help

What if I forgot my password or Login ID?

If you forgot your password or Login ID, click [Help](#) at the bottom left of the login page (see screenshot on the previous page). The **Account Access Help** page will open.

Account Access Help

I lost my password

If you have lost or forgotten your password you should enter your Login ID in the box below and click the Send New Password link.

My Login ID is: [Send New Password](#)

Your new password will be sent to the email address that you provided when you registered on the system.

[Return to Login](#)

I lost my Login ID

If you have lost or forgotten your Login ID you should enter your email address in the box below and click the Send My Login ID link. Your email address must be on file in the ECATTS system. If your email address has changed since you registered on ECATTS, see the instructions at the bottom of the page on how to contact ECATTS Technical Support.

My Email address is: [Send Login ID](#)

Your Login ID and a new password will be sent to the email address that you provided when you registered on the system.

[Return to Login](#)

Contacting ECATTS Technical Support

If you are still having a problem using this system you can email to [ECATTS Technical Support](#).

If you forgot your password, enter your Login ID in the box that says “My Login ID is:” and click [Send New Password](#). A new password will be sent to the email address you have on file in the ECATTS system.

If you forgot your Login ID, enter your email address in the box that says “My Email address is:” and click [Send Login ID](#). Your Login ID will be sent to you. 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 to login to ECATTS. You can change the password sent to you (to something easy to remember) by selecting [My Profile](#) from the home page.

If your email address has changed since you last updated it in ECATTS (or you do not receive your Login ID or password), click [ECATTS Technical Support](#) or call the help desk toll free number (866-730-4253).

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 across the top of the page
- links to your training, all available environmental training, and installation specific information
- reference areas on the left side of the page and along the bottom of the page



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 view your **Personal Environmental Training Plan** and the following:

1. 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.
2. The required training modules assigned to you

3. 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.
4. Available optional training may be listed for some Training Types.

Personal Environmental Training Plan
 KSC

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.

Contract Admin Support 1

Status: Incomplete
 You have completed 3 of 24 required training modules.

Required Training 2

3

E01: Overview of Environmental Compliance for ISC Employees (~20 min)	Go to Training Take the Test
E02: Air Quality Training for ISC Employees (~15 min)	Go to Training Take the Test
E03: Basic Waste Management for ISC Employees (~10 min)	Go to Training (Passed) Requalify
E04: Hazardous Materials for ISC Employees (~10 min)	Go to Training Take the Test
E05: Least Terns for ISC Employees (~10 min)	Go to Training Take the Test
E06: Natural and Cultural Resources for ISC Employees (~15 min)	Go to Training Take the Test
E07: PCBs Management for ISC Employees (~10 min)	Go to Training Take the Test
E15: Petroleum, Oils, and Lubricants Management for ISC Employees (~10 min)	Go to Training Take the Test
E14: Pollution Prevention for ISC Employees (~15 min)	Go to Training Take the Test
E08: Satellite Accumulation Area - Annual Refresher Training for ISC Employees (~20 min)	Go to Training Take the Test
E09A: Sediment and Stormwater Construction Training: Introduction to Laws and Regulations (1 of 9) (~10 min)	Go to Training (Passed) Requalify
E09B: Sediment and Stormwater Construction Training: Environmental and Economic Impacts of Soil Erosion (2 of 9) (~5 min)	Go to Training (Passed) Requalify
E09C: Sediment and Stormwater Construction Training: Principles of Erosion and Sedimentation (3 of 9) (~10 min)	Go to Training Take the Test
E09D: Sediment and Stormwater Construction Training: Erosion and Sediment Control Practices (4 of 9) (~20 min)	Go to Training Take the Test
E09E: Sediment and Stormwater Construction Training: Vegetative Stabilization (5 of 9) (~15 min)	Go to Training Take the Test
E09F: Sediment and Stormwater Construction Training: Principles of Stormwater Runoff (6 of 9) (~20 min)	Go to Training Take the Test
E09G: Sediment and Stormwater Construction Training: Stormwater Management Best Management Practices (7 of 9) (~20 min)	Go to Training Take the Test
E09H: Sediment and Stormwater Construction Training: Construction Site Pollution Prevention (8 of 9) (~10 min)	Go to Training Take the Test
E09I: Sediment and Stormwater Construction Training: Sediment and Stormwater Plans (9 of 9) (~10 min)	Go to Training Take the Test
E10: Solid Waste for ISC Employees (~15 min)	Go to Training Take the Test
E11: Storage Tank Management for ISC Employees (~10 min)	Go to Training Take the Test
E12: Stormwater for ISC Employees (~15 min)	Go to Training Take the Test
E17: Sump Water Management for ISC Employees (~10 min)	Go to Training Take the Test
E13: Wastewater for ISC Employees (~15 min)	Go to Training Take the Test

Optional Training 4

You have completed 3 of 24 optional training modules.

☐ Check to show the available optional training

Back
Update Training Plan

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 this screen is a button titled [Update Training Plan](#). Click on this button to add or remove training from your training plan. (See the **Change My Training Plan** section of this manual for detailed instructions.)

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 the questions you answered correctly and the 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	
E01: Overview of Environmental Compliance for ISC Employees	0% (0 of 21)	Nov-30-2011 18:12	Review Retest
E03: Basic Waste Management for ISC Employees	Passed	Mar-21-2011 18:54	Review
E05: Least Terns for ISC Employees	43% (3 of 7)	Sep-20-2011 15:15	Review Retest
E07: PCBs Management for ISC Employees	0% (0 of 10)	Sep-20-2011 15:13	Review Retest
E09B: Sediment and Stormwater Construction Training: Environmental and Economic Impacts of Soil Erosion (2 of 9)	Passed	Nov-30-2011 18:13	Review
PCBs Management for ISC Employees	64% (7 of 11)	Oct-04-2010 17:23	Review Retest
Sediment and Stormwater Construction Training: Environmental and Economic Impacts of Soil Erosion (2 of 9)	Passed	Oct-04-2010 17:19	Review
Sediment and Stormwater Construction Training: Introduction to Laws and Regulations (1 of 9)	Passed	Oct-04-2010 17:21	Review
Back Refresh List			

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 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 detail. You can make changes to the following:

- your personal information (name and email address)
- user type and installation
- company name and contract (for contractors)
- password

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 large blank text box and click [Submit](#).

Logout

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

B. Reference Areas

The reference section on the left side of the home page includes the following links:

NASA - Kennedy Space Center Home Page

This is a link to the NASA Kennedy Space Center external website.

ECATTS User Manual

Click [ECATTS User Manual](#) to open a copy of this User Manual.

Notices

ECATTS related Environmental Notices can be added here by 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 updates.

Additional Links

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

Contact Us

Click [Contact Us](#) for links to the 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 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. 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 a Company Training Manager or Installation Training Manager.

- An Installation Training Manager can view the training records of the ECATTS users registered at their installation.
- A Company Training Manager can view the training records of the ECATTS users registered in their company.

A link to the Training Manager home page is located at the lower left corner of the page **ONLY** for those users designated as Installation or Company Training Managers. An example is shown in the following image.



Company and Installation Training Managers can click on this link to reach the Training Manager home page.

From here, you can perform 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
- enter training completed via briefing
- print a user's certificate

Following is a detailed description of the links on the Training Manager home page.



Training Manager: Environmental Training Reports

EMS Training Report generates an EMS status report for your installation or company by user name, completion status, date of completion, and tenant command.

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 selected 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.

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.

Note: A Training Manager can print a user’s certificate by clicking a specific user name on the **Account Search Results** screen and clicking **Print Certificate** or **Print PDF Certificate**.

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: 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.

C. Links to Training and Installation Specific Information

Go To Your Training

From the ECATTS home page click “Go To Your Training” to go to a page called **Environmental Compliance Testing and Training**.

My Training Plan

Go to My Training Modules

Click **Go to My Training Modules** 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 job or jobs for which you registered
- the required training modules assigned to you
- 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.)

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** a training course, 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.)

☐ Project Analyst

Enter changes below:

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

☐ 131060A4 - Project Analyst

☐ 1310EH21 - Engineer 6

☐ 1310EK04 - Facilities Manager 2

☐ 1310ER49 - Supervisor 2

☐ 1310ER75 - Manager Branch II-KSC

☐ 132060A3 - Mission/Planner

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 [ISC Employees – 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 [Contractor \(Construction\) – 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 provides information about whom or what office to contact at your installation when you have questions about environmental issues may be listed here.

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 “Go To Your Training.” Then, click [Go To My Training Modules](#) under the heading My Training Plan.



3. The **Personal Environmental Training Plan** page opens.
4. 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...).
5. Click **Go to Training** to the right of the module you want to review.

Personal Environmental Training Plan

KSC

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.

Contract Admin Support
 Status: Incomplete
 You have completed 3 of 24 required training modules.

Required Training

E01: Overview of Environmental Compliance for ISC Employees (~20 min)	Go to Training Take the Test
E02: Air Quality Training for ISC Employees (~15 min)	Go to Training Take the Test
E03: Basic Waste Management for ISC Employees (~10 min)	Go to Training (Passed) Requalify
E04: Hazardous Materials for ISC Employees (~10 min)	Go to Training Take the Test

Primary Navigation Bar in the Training Modules

The primary navigation bar across the top of the page is the same when you are in the training modules as it is on the home page, with the following exceptions:

- The **Suggestions** link is called **Request Assistance**. You can use it to send feedback, comments or suggestions to the developers of ECATTS.
- There is another link in the navigation bar of the training modules called **Take Test**; you can click **Take Test** from any page in the module to go to the test.

[HOME](#) | [TRAINING PLAN](#) | [TEST RESULTS](#) | [PRINT CERTIFICATE](#) | [MY PROFILE](#) | [TAKE TEST](#) | [REQUEST ASSISTANCE](#) | [LOGOUT](#)

Table of Contents

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[What is Environmental Compliance? page 2 of 21](#)

[Project Manager and Supervisor Responsibilities, page 3 of 21](#)

[Why is Environmental Compliance Important? page 4 of 21](#)

[Basics of Environmental Legislation, page 5 of 21](#)

[Federal, State, and Local Environmental Laws, page 6 of 21](#)

[Inspections and Internal Audits, page 7 of 21](#)

E01: Overview of Environmental Compliance for ISC Employees

Introduction to Environmental Compliance, page 1 of 21

While you work at the Spaceport, you must comply with numerous federal, state, local, and station environmental compliance regulations. Adopt environmentally friendly work habits. It is your responsibility to find out about environmental requirements that may impact your work. ISC has prepared this "Environmental Compliance Assessment, Training, and Tracking System" (ECATTS) to help you.

The information in this ECATTS outlines environmental regulations and policies enacted by the State of Florida's Department of Environmental Protection (FDEP), local Water Management Districts (WMD), and specific station requirements. Many of the requirements adopted by FDEP, WMD, and the Spaceport are federal regulations which apply in all states and on all federal property.

This training module is written to give you a broad introduction to environmental rules and regulations.

This training is not intended to make you an expert in environmental compliance, but hopefully will help you:

- understand what "being in compliance" means
- know where to seek more information if you have a question
- realize how important it is to comply with environmental regulations

How to Navigate Through the Training

ECATTS is designed to allow you to go through the training at your own pace. Once you access a training module, you will see that it is divided into pages that are listed in a **Table of Contents** on the left side of the screen.

- 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 [Previous Page](#) OR by clicking on the name of the page you want to go to in the **Table of Contents** on the left side of the screen.

The screenshot shows the ECATTS training interface. At the top is a primary navigation bar with links: HOME, TRAINING PLAN, TEST RESULTS, PRINT CERTIFICATE, MY PROFILE, TAKE TEST, REQUEST ASSISTANCE, and LOGOUT. On the left is a sidebar with a 'Table of Contents' section, which is circled in red. The sidebar lists various topics and their page numbers, such as 'Introduction to Environmental Compliance, page 1 of 21'. The main content area is titled 'E01: Overview of Environmental Compliance for ISC Employees' and 'Introduction to Environmental Compliance, page 1 of 21'. It contains introductory text about environmental compliance at the Spaceport, a list of learning objectives, and a 'Next Page' link at the bottom right. An image of a person in a hard hat is also visible on the right side of the main content area.

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 [Take Test](#) in the primary navigation bar.
- 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/ ISC 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 [Take Test](#) in the primary navigation bar.

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 the 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. When you have answered all the questions, select the office or installation for which you are taking this test from the drop down menu that appears at the end of the test. (There are occasions when users will need to take a test prior to performing work for an office or installation other than the one for which they are registered.)
4. 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.
5. 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

E05: Least Terns for ISC Employees
You have correctly answered 3 of 7 questions.
You must answer all questions correctly in order to pass this module.

Strengths:
Questions answered correctly

3. Least Terns generally occupy breeding sites in Florida from April to early May. True or False? (a) True, (b) False

5. Roof work should not be scheduled between mid March and late July. True or False? (a) True, (b) False

7. Least Terns have found a way to cope with the loss of natural habitat by nesting on the rooftops of some buildings. True or False? (a) True, (b) False

Weaknesses:
Questions answered incorrectly

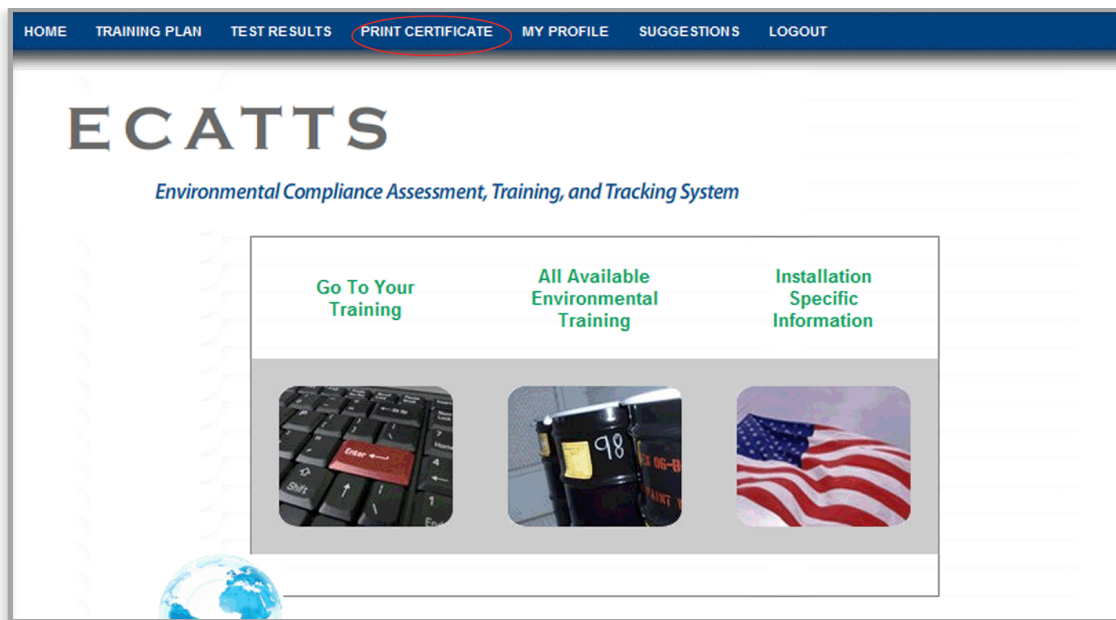
1. The Least Tern is listed as threatened by the U.S. Fish and Wildlife Service but is not listed locally by the Florida Game and Freshwater Fish Commission (FGFWFC). True or False? (a) True, (b) False
[Go to on-line training](#) | [Retake the test](#)

2. Which of the following statements does NOT describe the Least Tern? (a) Male and female Least Terns appear identical., (b) Least Terns have a black crown, white forehead, and a gray back., (c) Least Terns measure 3-4 inches long and have a 7 inch wingspread., (d) Least Terns have orange legs and a black-tipped yellow bill.
[Go to on-line training](#) | [Retake the test](#)

- 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](#).
 - 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 Test](#) in the primary navigation bar while in the module. 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 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.

3. Click the button for the size certificate that you want to print. Based on your computer's settings, either the certificate will print or you will be prompted to send it to your printer. There is also an option to generate a pdf version.
4. You can also print a certificate after successfully passing a module by clicking the [Print Certificate](#) link on the **Individual Test Report** page.

Completed Environmental Training			
Environmental Competency	Credit Hours	Qualification Date	
E03: Basic Waste Management for ISC Employees	-	Mar-21-2011	Requalify
E09B: Sediment and Stormwater Construction Training: Environmental and Economic Impacts of Soil Erosion (2 of 9)	-	Nov-30-2011	Requalify
Sediment and Stormwater Construction Training: Introduction to Laws and Regulations (1 of 9)	-	Oct-04-2010	Requalify
<div>BackPrint Certificate - largePrint Certificate - cardPDF Certificate</div>			

SECTION VII: Questions

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

Telephone: **ECATTS Support**
 407-880-9411
 866-730-4253 (toll free)

Email: support@ecatts.com