**Asbestos Dashboard Access**

Access to the Asbestos Dashboard is specific to users who have completed the required asbestos training provided through Environmental Health & Safety.

Existing users who had access to the previous database can access the new Asbestos Dashboard at the following location:

https://aim.uconn.edu/dashboard_hazmat/hazmat

New users must first take Asbestos Awareness training. Courses (online or classroom) can be accessed via the HuskySMS training system. Once training is successfully completed, notify EHS. Upon notification, EHS will submit a request for the user to have Dashboard access.

**Accessing building information**

Upon entering the Asbestos Dashboard, click on the field titled *Type or Select a Building*:
Within this text box, users can scroll through the drop-down list, or begin to type information about the building. There is a built-in type-ahead feature that will filter the selection of buildings as users begin to type. Available options to filter the building include:

- Official Building Name
- Official Building Number
- Communication/Registrar Building Code
- Aliases (i.e., prior building names) if applicable

** Note: Multiple selections may appear for a single building if aliases exist for this building. Selecting any one of those records will provide the same results

Click on the line for the respective building to populate the asbestos records for that building.
By default, the above view is what users will see with all records available for the building that has been selected. Users can further refine the selection by using the filters, which will be discussed in a future section.

The green banner will appear on every page. This informs the user on how to use the data, and most importantly, what to do if information is needed on building materials that are not identified in the Dashboard. Not all building materials have been identified and tested. **Untested materials must be presumed to contain asbestos, or tested prior to work commencing.**
## Definition of Columns

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>This column represents the building number. This will be the same for all records, as the initial filter used will always be by the unique building data.</td>
</tr>
<tr>
<td>Floor</td>
<td>This column represents the respective floor that the material is located in.</td>
</tr>
<tr>
<td>Room</td>
<td>This column represents the room in which the material is located in. All records will contain a Room to define the location of the material. All rooms are pulled from the University’s space database, but may require review of floorplans to determine appropriate labeling convention – in particular to common spaces such as hallways, bathrooms, vestibules, etc.</td>
</tr>
<tr>
<td>Material ID</td>
<td>This column represents a unique ID number associated to the material record. This number can support in identifying records in questions when communicating with the Hazardous Material Coordinator.</td>
</tr>
<tr>
<td>Material Type</td>
<td>This column represents the type of material identified in the database.</td>
</tr>
<tr>
<td>Material Description</td>
<td>This column represents a description of the material on the record that has been tested for asbestos content.</td>
</tr>
<tr>
<td>Material Content</td>
<td>This column represents the types of asbestos and their percentage content determined to be within the material identified in the record, or in cases where no asbestos was detected, a value of NAD will be shown.</td>
</tr>
<tr>
<td>Material Status</td>
<td>This column represents the status of the material on the record. There are only two different defined material statuses:</td>
</tr>
<tr>
<td></td>
<td>• TESTED NEGATIVE – The material on record has been tested and does not contain asbestos</td>
</tr>
<tr>
<td></td>
<td>• TESTED POSITIVE – The material on record has tested positive for asbestos, or the material is presumed to contain asbestos based on similarly tested materials</td>
</tr>
</tbody>
</table>
Filtering Building Records

Building records can be filtered through the available column filters at the bottom of each column:

Users may filter the column by clicking on the filter at the bottom and selecting the value desired to filter the results by. If more than one filter is required to further narrow the search, this process can be repeated for each column that is required to have a filter applied.
There is also a Search box above the material records that is a universal search that will apply to all columns within the records:

This search box is best used to identify records with key words in place of room locations (i.e., floor tiles, cove base, etc.)

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**Changing Record Views**

By default, the dashboard will provide a view with ten records displaying per page. To navigate through additional pages of results, users will need to use the *Previous, Next*, and page number options below the displayed records:
Users are able to change the number of records displayed by page using the drop-down above the material records on the left side of the screen by clicking on the drop-down and selecting the desired number of records to be displayed per page:

![Material status]

**Exporting Records**

There are two options to export records from the Asbestos Dashboard. Both options are located above the material records on the left side of the screen. The available options for export are:

- EXCEL
- PDF