

MEMORANDUM

STATE OF ALASKA
Department of Transportation & Public Facilities
Alaska Marine Highway System

To: AMHS Crewmembers

Date: June 16, 2010

From: Amy Wilson, Training Coordinator
amy.wilson@alaska.gov or (907)228-7254

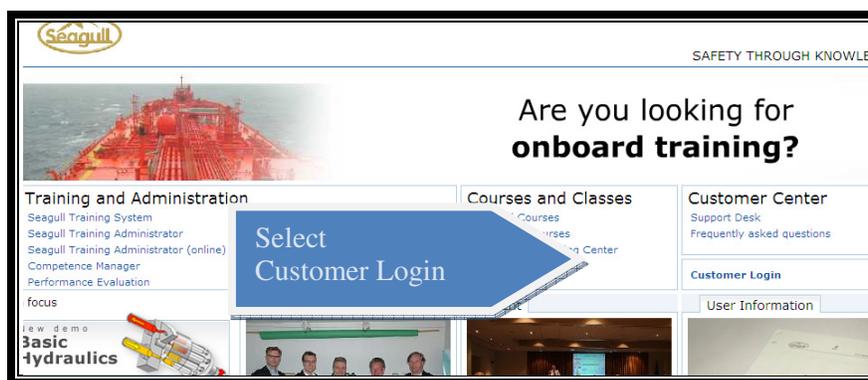
Re: Seagull website instructions ~ includes HAZMAT Basic

For Instructional Purposes only

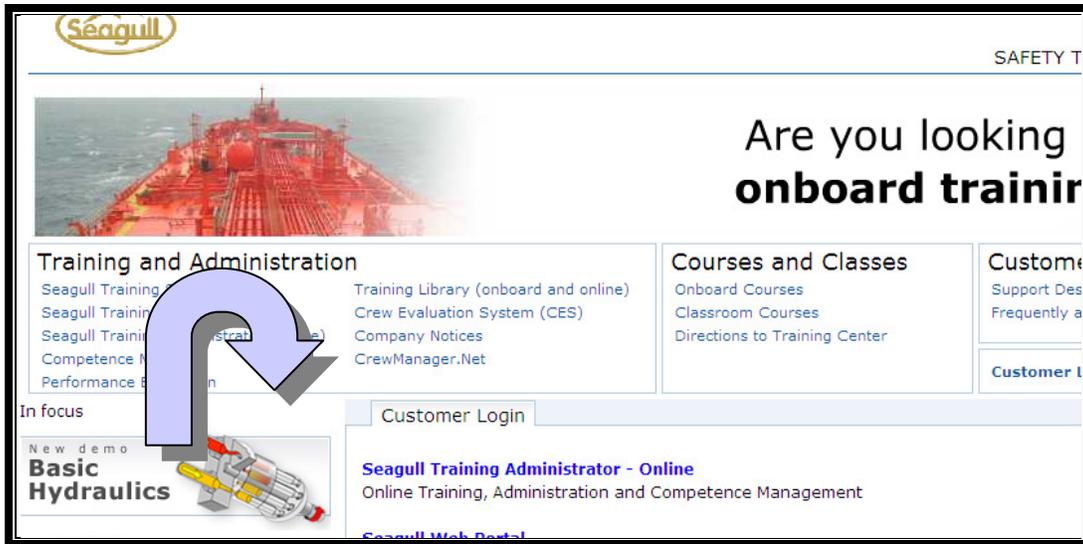
The AMHS HAZMAT Training Site

Step 1 Accessing the Seagull web portal

1. Open Internet Explorer and access the Seagull home page: www.seagull.no
 - This is the only Internet browser, which is guaranteed to display all parts of the Seagull Web portal properly.
 - Note: The direct link to the site is posted on the AMHS Learning Portal for your convenience <http://amhslearningportal.alaska.gov/> (see page 5)
2. Select the “**Customer Login**” link on the top left hand side of page (see arrow in image below)



3. Select “**Seagull Training Administrator-Online**” (see arrow)



4. Fill in the blanks:

1), 2), & 3)
~see information in
the box below ~

The image shows a login form with three input fields: "Company" containing "AMHS", "Login" containing "9919", and "Password" which is currently empty. A blue arrow points to the Password field. There are "Login" and "Cancel" buttons at the bottom right of the form.

INSTRUCTIONS ~ filling in the blanks:

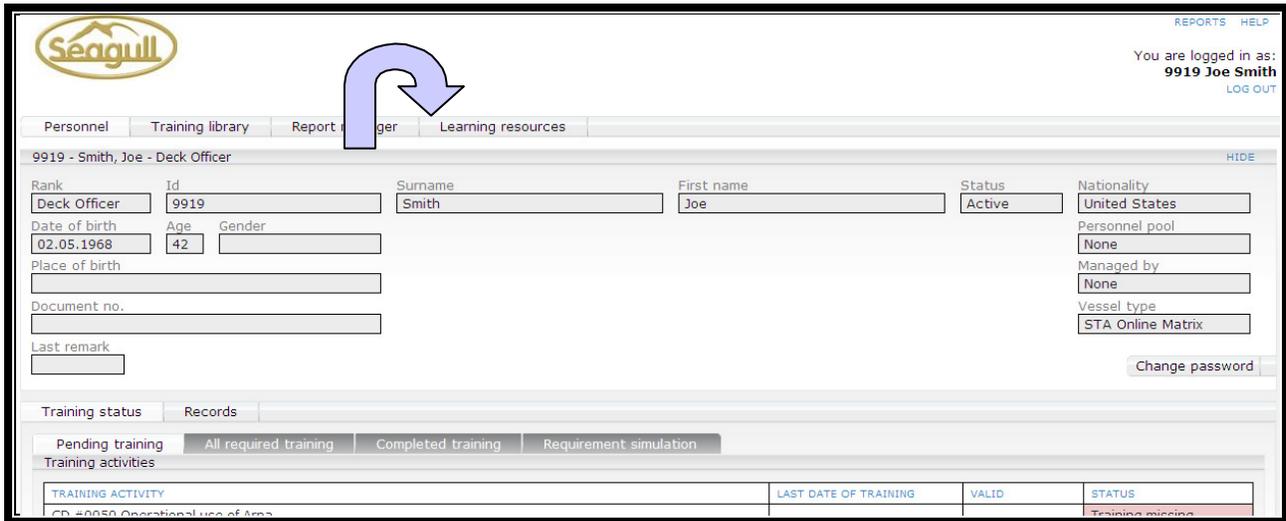
- 1) **Customer:** AMHS (**not** case sensitive)
- 2) **Login:** Enter your AMHS ATLAS Employee/ID number
 - See the “**ATLAS ID List**” posted on the AMHS Learning Portal under the Topic “**HAZMAT Training**”
 - The ATLAS ID # is not your State of Alaska Employee ID #; it is the number assigned to your ATLAS Employee Profile in the AMHS Automatic Dispatch program
- 3) **Password:** This is your date of birth written in the following format: **dd.mm.yyyy**
 - For example; if your date of birth is December 19th 1969, then your password is 19.12.1969
 - Note the period symbol “.” used to separate the date month and year
 - **IMPORTANT:** If your Date of Birth was not available when your name was registered in the system, we have used a date of birth equal to 01.01.1970 ~ try this as your password (contact Amy Wilson if you still cannot access it)

- Note: You may need to install Flash Player 8 (or later) and Adobe Acrobat Reader,
 - See the icons on the Login page, select to install.

5. Select **“Login”**

6. Takes you to the **“Personnel tab”** (see image below)

- Select the Learning resources tab to access Seagull’s User guide *“STA Online B – Quick guide Crew”* for a more detailed explanation of the site.



Step 2: Accessing the HAZMAT Basic Course & other courses

Course Overview for Vessel Personnel:

1) HAZMAT BASIC “IMDG Code Basic”

- Recommended course for all vessel personnel
- Required course for Deck Officers, Unlicensed Deck, and Engineering Officers
- Receives 4 hours straight time wages if this course is required for your shipboard position**

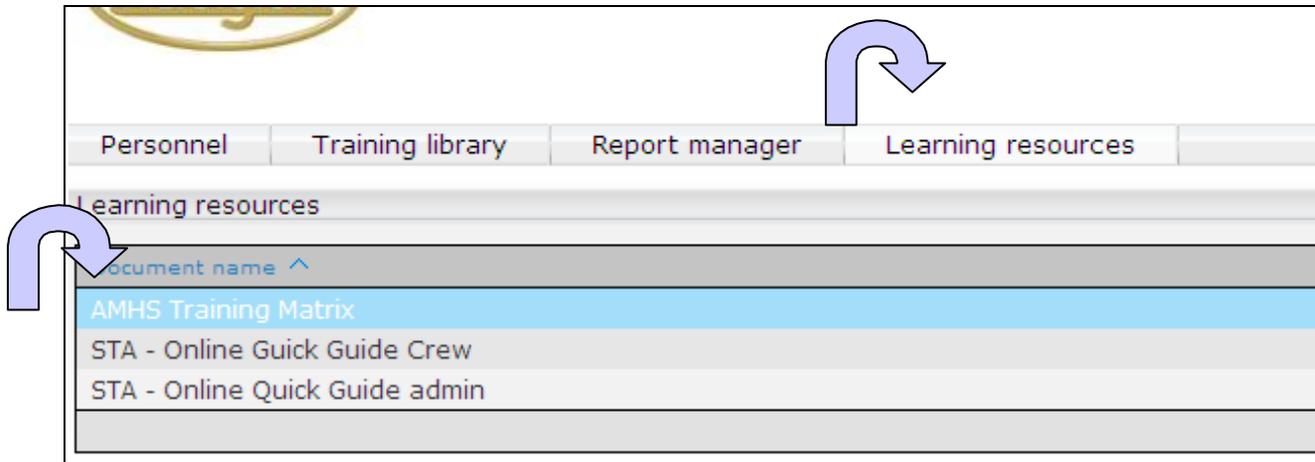
2) HAZMAT Advanced “IMDG Code, Advanced”

- Required course for Chief Mate & Masters
- Requires IMDG Reference Material located on the Bridge
- Receives 4 hours straight time wages if this course is required for your shipboard position**

3) Misc. courses posted on the Seagull web (see image on next page)

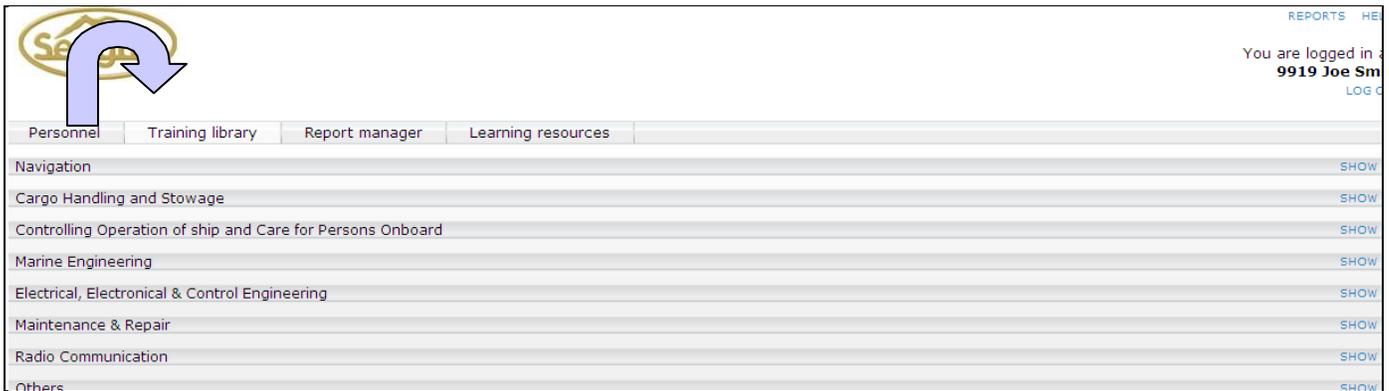
- The courses may be changed periodically
- See the *“AMHS Training Matrix”* posted on the site. Select the Learning resources tab to access the current matrix
- The courses do not receive wages
- As the course matrix changes, your registered score may not be apparent. Registered scores are kept indefinitely on the Seagull site

To view the current AMHS Training Matrix and other guidance, select the Learning resources tab:

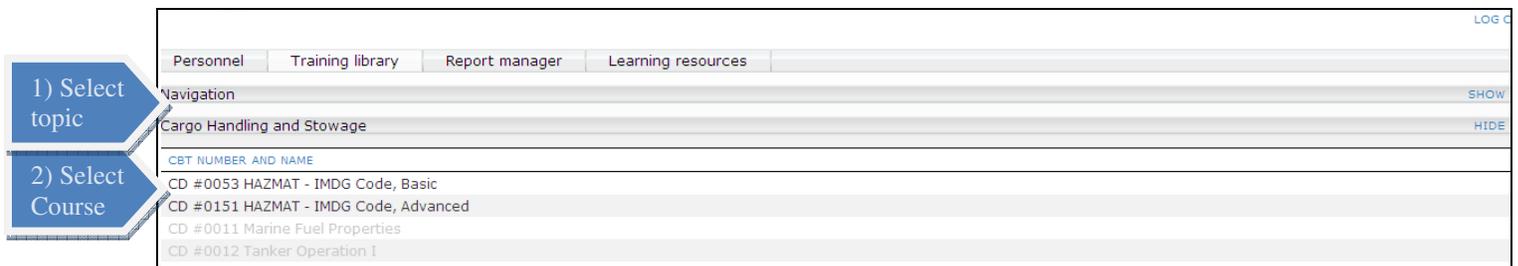


Example: Accessing the HAZMAT Basic Course:

1. To select a course, from the “Personnel tab” select the “**Training library tab**”

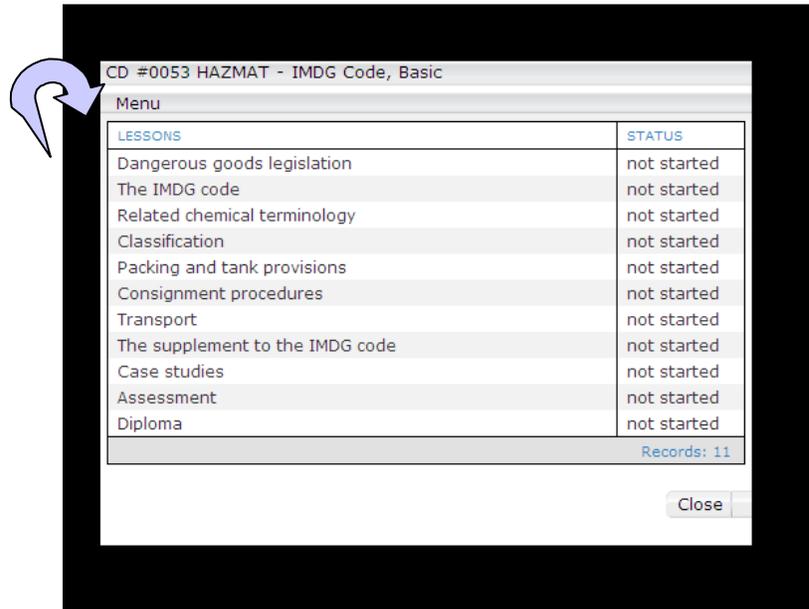


2. Select a topic to see the list of available courses
3. The HAZMAT Basic course is listed under the topic “**Cargo Handling and Stowage**” (see image below)

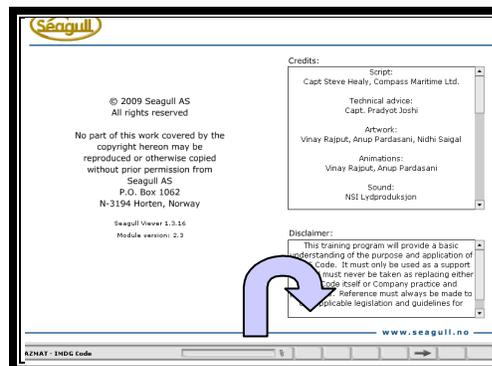


4. To complete the HAZMAT Basic course:
 - a. select “**CD #0053 HAZMAT-IMDG Code, Basic**” (see image above)

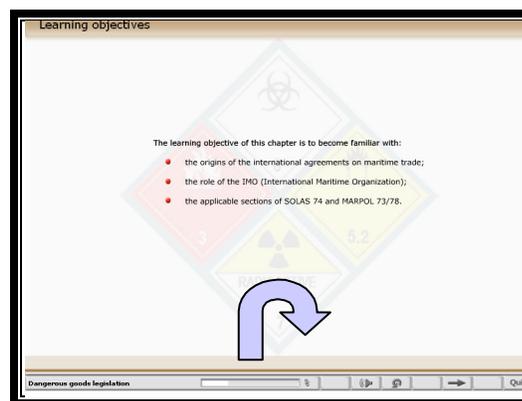
5. You are now in the HAZMAT Basic chapter selection screen (see image below)
- Select the first chapter “**Dangerous goods legislation**”



- Select the forward arrow key (see image below) to progress through the chapter(s)
-



- Read through the course ~ each page has information that you may be tested on
- Note options at the bottom of the screen ~ sound, refresh page, forward, & Quit (see image below)



- There is a practice test at the end of each chapter; a score is not recorded and you can run through the chapter and test as many times as you like

- The correct answers are indicated by the “Y” symbol (see images below)

- Example: Correct Answer

Question 1 of 2

What do the letters stand for when we refer to the IMDG Code.

- Internal Marine Dangerous Goods.
- International Maritime Dangerous Goods.
- International Monitoring Department (Geopolitics).
- International Marine Danger Group.

This is correct

The screenshot shows a quiz interface with a question about the IMDG Code. The correct answer, 'International Maritime Dangerous Goods', is marked with a yellow 'Y' and an 'X' in a box. A blue arrow points from the 'Y' to the correct option. Another blue arrow points from the 'X' to the text 'This is correct'. The background features a large, semi-transparent diamond-shaped hazard label with a biohazard symbol at the top, a flame symbol in the middle, and a radiation symbol at the bottom, with the word 'RADIOACTIVE' written across it.

- Example: Incorrect Answer

Question 1 of 6

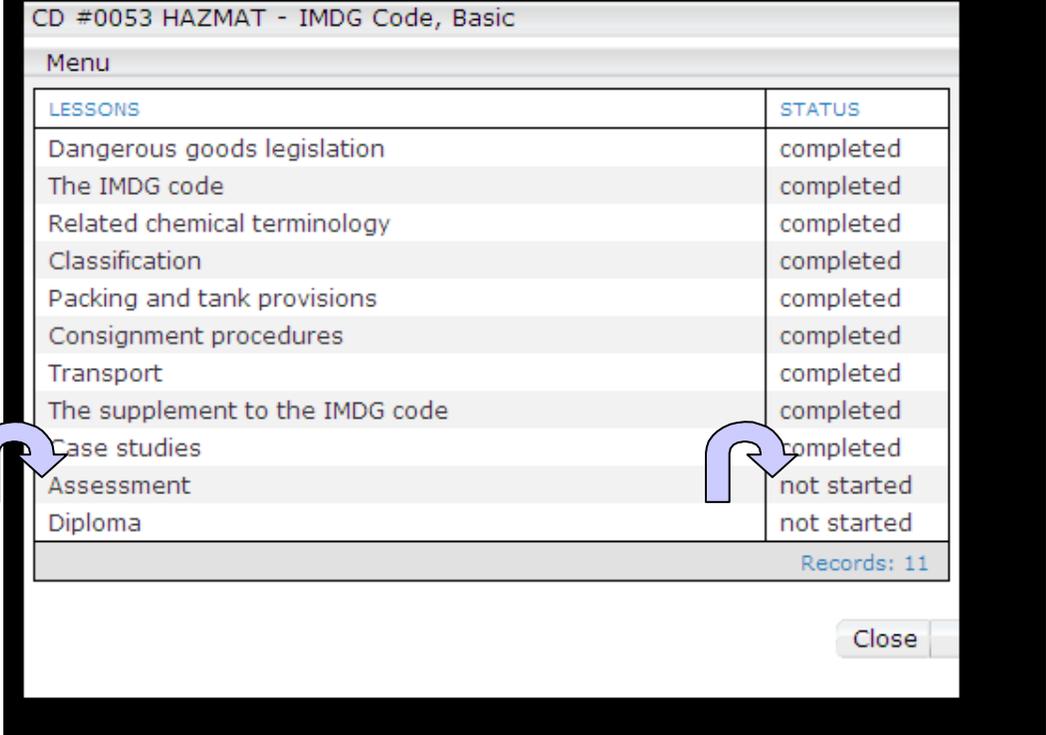
What does the EmS number refer to?

- The emergency response procedures as outlined in 46 CFR 32 of the US Federal Code of Regulations and expanded in the USCG Guidelines on the Transportation of Dangerous Goods by Sea.
- The relevant guidelines listed in the International Maritime Organization Emergency Anti-Pollution Measures (1974).
- The relevant emergency schedules for FIRE and SPILLAGE in the Emergency Response Procedures for Ships Carrying Dangerous Goods.

Sorry, this is incorrect.

The screenshot shows a quiz interface with a question about the EmS number. The first option, 'The emergency response procedures as outlined in 46 CFR 32 of the US Federal Code of Regulations and expanded in the USCG Guidelines on the Transportation of Dangerous Goods by Sea.', is marked with an 'X' in a box. A blue arrow points from the 'X' to the text 'Sorry, this is incorrect.'. Another blue arrow points from the 'X' to the first option. A third blue arrow points from the 'X' to the text 'Sorry, this is incorrect.'. The background features a large, semi-transparent diamond-shaped hazard label with a biohazard symbol at the top, a flame symbol in the middle, and a radiation symbol at the bottom, with the word 'RADIOACTIVE' written across it.

6. After you have completed the chapters, select “**Assessment**” for the final exam



LESSONS	STATUS
Dangerous goods legislation	completed
The IMDG code	completed
Related chemical terminology	completed
Classification	completed
Packing and tank provisions	completed
Consignment procedures	completed
Transport	completed
The supplement to the IMDG code	completed
Case studies	completed
Assessment	not started
Diploma	not started

Records: 11

Close

Final Exam “Assessment”

- 1) You can only register your score if you successfully pass the exam on the first try; a passing score is 75% or higher.
- 2) **If you do not receive a passing score you must discard the session and retake the exam.**
- 3) **VERY IMPORTANT!** If you do not discard the session, your next try(s) with a passing score will not be recordable (see notice below under the arrow)

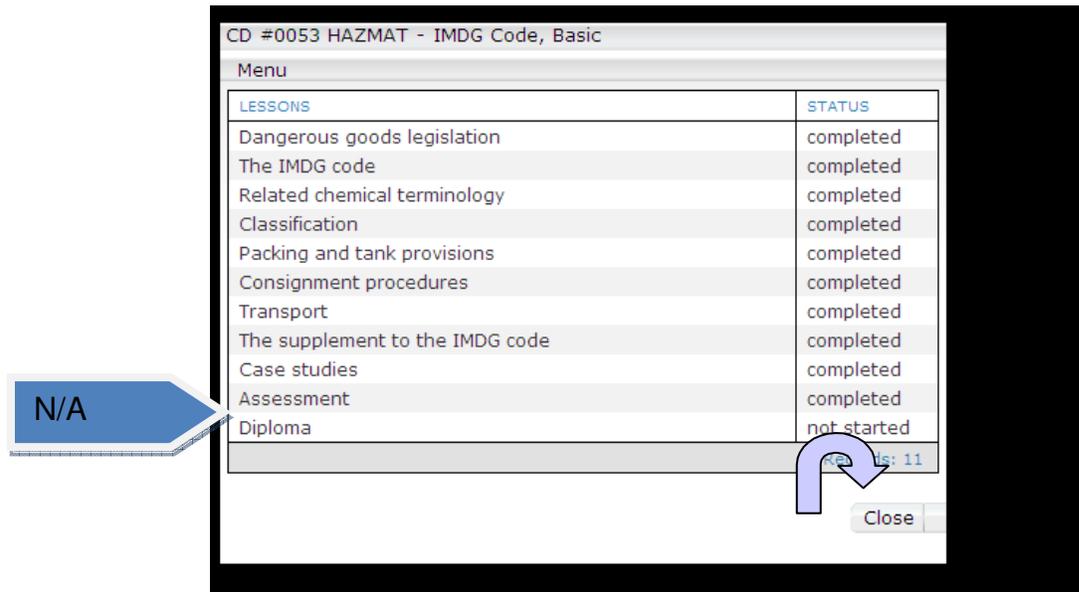
Assessment

In the following pages, the Assessor will ask you some questions. They will appear in a random order. Please note that some are more important or difficult than others and may therefore have been allocated a higher individual mark. Your score will be recorded only on your first attempt.

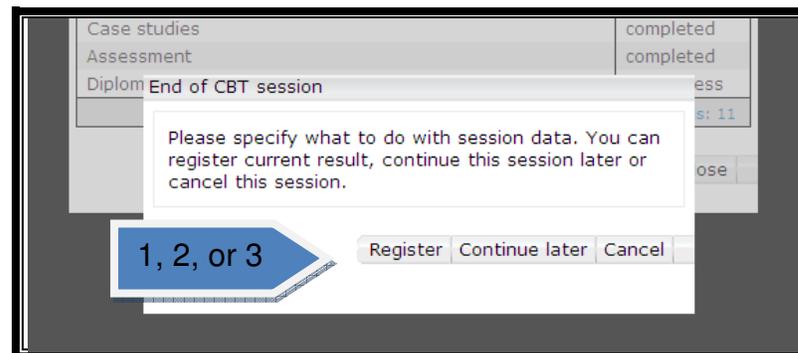
Important ~ You must discard a score of 74% or lower !

7. After you have completed the exam, select “Close”

- a. **Disregard the Diploma option;** you will receive a certificate of completion from the Ketchikan Central Office (KCO) once you have registered a passing score



8. After you select close, you will have three options:



- 1) **Register training results** - This is only possible if your assessment score is above the minimum limit of 75%.
 - **Registered Score:** Your registered results are accessed at KCO by the Training Department
- 2) **Continue later**, which gives you the option to only complete part of the training module and continue later.
- 3) **Cancel**, which will not save any record of what you have completed of training or assessment.
 - **Canceling Session:** If you did not pass the Assessment with a 75% or higher and you selected “Cancel” then all of the chapters’ “Status” will indicate “not started” (see image below)
 - **You can retake the exam at any time:**(disregard “not started” status)

9. Test results will be monitored by the KCO Training Department You cannot print a certificate of completion from the site.
10. Certificates of Completion will be mailed to your home address unless you request otherwise (contact Amy Wilson amy.wilson@alaska.gov)
11. If the course was required for your shipboard position, then submit timesheet directly to Payroll:

DOT, Div. of Personnel
PO Box 112500
Juneau, AK 99811-2500
Attn: AMHS Payroll Tech
12. The Timesheet does not need an authorizing signature
 - a. Timesheets are posted on the AMHS Learning Portal
 - b. Payroll will be notified by the AMHS Training Coordinator that you successfully completed the course(s)
13. Once you've registered your score you will see that the course status is now "ok" (see image below.
 - a. See also instructions posted under the "Learning resources" tab.
 - b. The "Completed Training" tab will only show courses completed that are listed on the AMHS Training Matrix posted on the Learning resources tab.
 - c. The recommended courses may be changed at intervals of not less than six months. Note: The HAZMAT courses & courses required by Terminal Personnel will be continuously posted on the site.

The screenshot shows the AMHS Learning Portal interface. At the top, there are navigation tabs: Personnel, Training library, Report manager, and Learning resources. The 'Learning resources' tab is selected, and a blue arrow points to it. Below the tabs, the profile for '9919 - Jane Smith - Deck Officer' is displayed. Fields include Deck Officer (9919), Date of birth (15.02.1974), First name (Jane), Last name (Smith), Status (Active), and Nationality (United States). A blue arrow points to the 'Learning resources' tab. Below the profile, there are tabs for Training status and Records. The 'Completed training' tab is selected, and a blue arrow points to it. Below the tabs, a table shows training activities with columns for TRAINING ACTIVITY, LAST DATE OF TRAINING, VALID, and STATUS. The table contains three rows of training activities, all with a status of 'Ok'. A blue arrow points to the 'Ok' status in the first row. At the bottom right of the table, it says 'Records: 3'.

TRAINING ACTIVITY	LAST DATE OF TRAINING	VALID	STATUS
CD #0053 HAZMAT - IMDG Code, Basic	25.07.2007	25.07.2010	Ok
CD #0073 Crisis Management	25.07.2007	25.07.2010	Ok
CD #0082 Crowd Management	26.07.2007	26.07.2010	Ok