



# U.S. NAVY

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

## User Manual



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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

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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.

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## 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:

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**

First name:  \*

Middle initial:

Last name:  \*

Email address:  \*

Confirm email address:  \*

**Login ID and Password**

Login ID:  \* ?

Password:  \* ?

Confirm password:  \* ?

**Training Type**

Training Type:  \*

**Work Location and Organization**

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

Location, base, or host installation:

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

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

### 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
- 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: '- Select one -', 'Military Assigned to Base or Installation', 'Civilian Government Employee Assigned to Base or Installation', 'Contract Employee (Non-Construction) Working on Installation', 'NAVFAC Construction Contractor (Prime)', 'NAVFAC Construction Subcontractor (Electrical)', 'NAVFAC Construction Subcontractor (Hazard Abatement)', 'NAVFAC Construction Subcontractor (Landscaping)', 'NAVFAC Construction Subcontractor (Mechanical)', 'NAVFAC Construction Subcontractor (Painting)', 'NAVFAC Construction Subcontractor (Plumbing)', 'NAVFAC Construction Subcontractor (Sitework)', 'NAVFAC Construction Subcontractor (Other)', 'Other Construction Contractor', and 'Other'. A red circle highlights the dropdown menu. At the bottom of the form, there is a copyright notice: '©2014 ECATT, Inc. - All rights reserved. This material may not be published, broadcast, rewritten or redistributed without permission.'

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.

Register Cancel

### 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

### Account Registration Form

<b>Name and Email</b>		<b>Login ID and Password</b>	
First name:	<input type="text"/> *	Login ID:	<input type="text"/> * ?
Middle initial:	<input type="text"/>	Password:	<input type="password"/> * ?
Last name:	<input type="text"/> *	Confirm password:	<input type="password"/> * ?
Email address:	<input type="text"/> * ?		
Confirm email address:	<input type="text"/> * ?		

<b>Training Type</b>	
Training Type:	<input type="text" value="Military Assigned to Base or Installation"/> *
Service branch:	<input type="text" value="- Select one -"/>

<b>Work Location and Organization</b>	
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" value="- Select one -"/> *
Select your UIC:	<input type="checkbox"/> Check to sort by UIC title <input type="text" value="- Select one - (Sorted by UIC)"/> *

<b>Training Selection</b> Duties and Responsibilities  (Click the question mark icon next to a category for more information about that category)	<input type="checkbox"/> Administrative Duties ?	<input type="checkbox"/> Monitoring Operations ?
	<input type="checkbox"/> Air Emissions / Engine O&M ?	<input type="checkbox"/> Natural Resources ?
	<input type="checkbox"/> Aircraft Maintenance ?	<input type="checkbox"/> Painting Operations ?
	<input type="checkbox"/> Asbestos Removal ?	<input type="checkbox"/> PCB Management (Transformer Use / Replacement)
	<input type="checkbox"/> Construction ?	<input type="checkbox"/> Pest / Pesticide / Herbicide Management ?
	<input type="checkbox"/> Cultural Resource Management ?	<input type="checkbox"/> Potable Water (Drinking Water) Management ?
	<input type="checkbox"/> Environmental Management ?	<input type="checkbox"/> Radioactive Material Storage / Radon
	<input type="checkbox"/> Fire Arms / Ordnance O&M ?	<input type="checkbox"/> Recycling Operations (including tire & battery)
	<input type="checkbox"/> Fuels Storage & Management ?	<input type="checkbox"/> Soil Management ?
	<input type="checkbox"/> General Maintenance ?	<input type="checkbox"/> Solid Waste Management ?
	<input type="checkbox"/> Hazardous Materials Management ?	<input type="checkbox"/> Spill Prevention & Response ?
	<input type="checkbox"/> Hazardous Waste Management ?	<input type="checkbox"/> Storm Water Management ?

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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.

### **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.

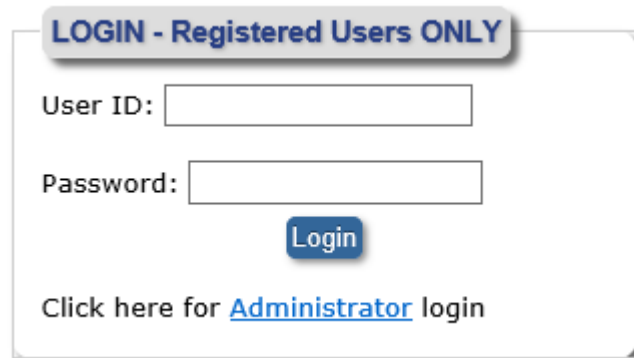
**This completes the registration process for Military or Civilian Assigned to Base or Installation, Contract Employee (Non-Construction), and Other Training Types.**

## 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 labeled "Login". At the bottom of the box, there is a link that says "Click here for [Administrator](#) login".

### *Login Help*

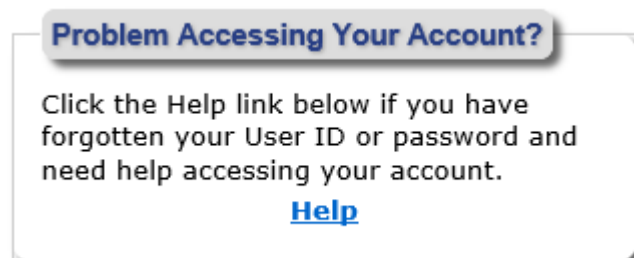
#### **What if I forgot my password or Login ID?**

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?". The text inside says "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 link labeled "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

The screenshot displays the ECATTS home page for Naval Support Activity Orlando. At the top, a banner features the organization's name and logo. Below this is a navigation bar with links: HOME, TRAINING PLAN, TEST RESULTS, PRINT CERTIFICATE, MY PROFILE, SUGGESTIONS, and LOGOUT. The main content area is titled 'ECATTS® Navigation Bar' and 'Environmental Compliance Assessment, Training, and Tracking System'. A section titled 'NAS ORLANDO' contains 'Links to Training' with three buttons: 'Go To Your Training', 'All Available Environmental Training', and 'Installation Specific Information'. Below these are three images: a keyboard, a handheld device, and an American flag. A left sidebar titled 'Reference Area' lists links to CNR, NAVFAC, and NSA home pages, notices, user manuals, and newsletters. It also shows the user is logged in as 'Guest, Guest Y' and their last login was on 20-December-2016 at 11:40. At the bottom, 'Additional Links' include Contact Us, Terms of Use, Accessibility, and Links. A copyright notice for 2014 ECATT, Inc. is also present.

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## 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

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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.

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**Cultural Resource Management** 2  
Status: Incomplete  
You have completed 1 of 8 required training modules.

---

<b>Required Training</b>	<b>3</b>		<b>4</b>
Asbestos	(~20 min)		<a href="#">Go to Training</a>   <a href="#">Take the Test</a>
Building Construction, Demolition or Renovation	(~15 min)		<a href="#">Go to Training</a>   <a href="#">Take the Test</a>
Environmental Compliance and Enforcement	(~15 min)		<a href="#">Go to Training</a>   <a href="#">Take the Test</a>
Environmental Management System Awareness Training	(~20 min)		<a href="#">Go to Training</a>   <a href="#">Take the Test</a>
General Environmental Compliance	(~10 min)		<a href="#">Go to Training</a>   <a href="#">Take the Test</a>
Lead-Based Paint	(~15 min)		<a href="#">Go to Training</a>   <a href="#">Take the Test</a>
Natural and Cultural Resources	(~15 min)		<a href="#">Go to Training</a>   <a href="#">Take the Test</a>
Pollution Prevention	(~5 min)		<a href="#">Go to Training</a>   (Expired)   <a href="#">Take the Test</a>

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**Optional Training** 5  
You have completed 1 of 21 optional training modules.  
 Check to show the available optional training

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	<a href="#">Review</a>   <a href="#">Retest</a>
Environmental Management System	Passed	Mar-18-2009 17:09	<a href="#">Review</a>
Pollution Prevention	Passed	May-23-2008 13:08	<a href="#">Review</a>
Recycling	Passed	Nov-23-2009 18:55	<a href="#">Review</a>
Recycling	Passed	Mar-24-2010 14:56	<a href="#">Review</a>

## Print Certificate

Click this link to view all the training modules you have completed. Training for each subject is considered completed when you take the test and get all the questions correct (i.e., score 100%). The system lists the training module and date of completion.

From this screen you can print your Certificate of Accomplishment. First, please select the courses you would like to appear on your certificate, then click [Print Certificate - large](#) or [Print Certificate - wallet](#) at the bottom of the page. The printed certificate will list the selected modules you have successfully completed and the dates. For some commands, there is also an option to generate a pdf version of the certificate.

**Note:** if your certificate does not display for printing or saving, your browser may be blocking popups on this site.

## 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.

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### ***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.

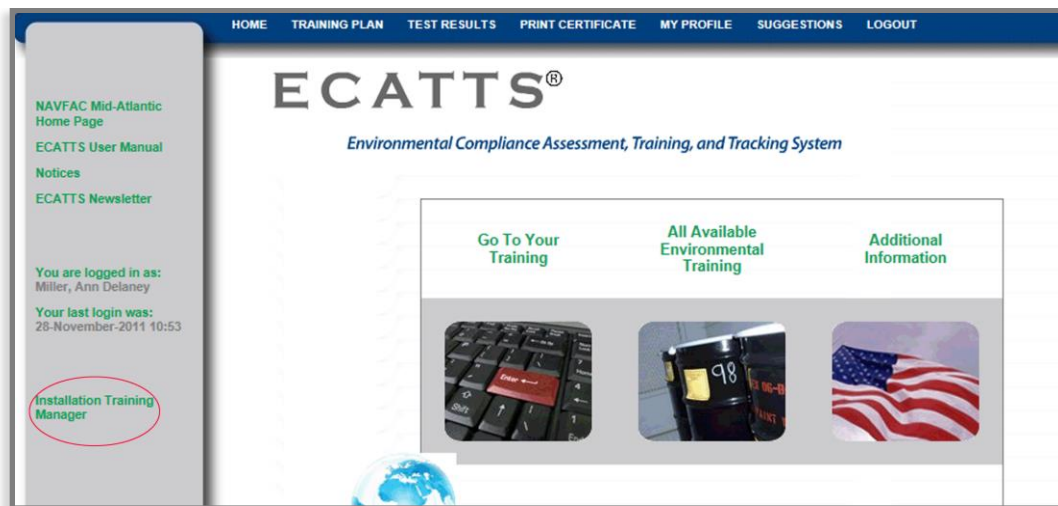
Click any of the links to go to that external website. A new window will open. You can close this window and return to the ECATTS **Environmental Information Links** page by clicking the X (Close button) in the upper right hand corner of the screen.

## 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
- 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. 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
- 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 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.

**Construction Oversight**

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.

Select the state or host nation: - Select one - \*

Select the location: - Select one - \*

Select the contractor type: - Select one - \*

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

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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.

### **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.



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### *C. Links to Training and Installation Specific Information*

#### **Go To Your Training**

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

#### **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 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:

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

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

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


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

#### What is an EMS?

Today, the Navy is evolving from a robust compliance and pollution prevention focused environmental program, to a continuous improvement based program aimed at long term mission sustainability and resource management. This new focus will reduce mission impact on the environment while maintaining a high level of regulatory compliance.

**An EMS is defined as the following:**

- a framework that allows an organization to consistently control the effects its operations or processes may have on the environment and to continually improve its operating procedures
- a system that establishes a management framework so that an organization's impact on the environment can be systematically identified and reduced
- that component of any organization's overall management systems that takes into account organizational structure, planning, activities, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining their environmental programs and policies
- a continual cycle of planning, implementing, reviewing, and improving the processes and actions that an organization undertakes to meet its organizational and environmental goals



EMS benefit:  
Improvement of Environmental Performance

▶ 0:00

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

### *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 the [Previous Page](#) button 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.
- You can also print a copy of the training module by clicking [Print Module](#).

Table of Contents
<a href="#">What Is Pollution Prevention?</a> (1 of 5)
<a href="#">Source Reduction</a> (2 of 5)
<a href="#">Purchasing Wisely</a> (3 of 5)
<a href="#">Some Typical P2 Projects</a> (4 of 5)
<a href="#">Summary</a> (5 of 5)
<a href="#">Print Module</a>

### *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.

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## 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.



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### *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

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**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
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	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 <a href="#">Go to on-line training</a>   <a href="#">Retake the test</a>
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	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 <a href="#">Go to on-line training</a>   <a href="#">Retake the test</a>
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	

- 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 Your Certificate of Accomplishment*

**Completed Environmental Training**

Please select the courses you would like to appear on your certificate.

Select All

Print Completed Environmental Training	CEU/Credits	Qualification Date	
<input checked="" type="checkbox"/> Affirmative Procurement: Greece		2014-06-23	<a href="#">Requalify</a>
<input checked="" type="checkbox"/> Affirmative Procurement/Green Procurement		2014-06-23	<a href="#">Requalify</a>
<input checked="" type="checkbox"/> Affirmative Procurement: Japan		2011-03-24	<a href="#">Requalify</a>

NOTE: if your certificate does not display for printing or saving, 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.

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. Please select the courses you would like to appear on your certificate and then click the button for the size certificate that you want to print (large or wallet). You will see your Certificate of Accomplishment. Based on your computer's settings, either the certificate will print or you will be prompted to send it to your printer. For some commands, there is also an option to generate a PDF version of the certificate.

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**Note:** if your certificate does not display for printing or saving, your browser may be blocking popups on this site

## 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 or 407-880-9411

**Email:** [support@ecatts.com](mailto:support@ecatts.com)

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### *Revisions*

08/31/15	Replaced the term “NAVFAC” with “Navy” on the following pages: 1, 2, 3, 5 and 9.
08/31/15	Added “My Profile” hyperlink under section IV of the Table of Contents.
10/05/15	Updated ECATTS welcome page image on page 3.
10/05/15	Removed verbiage referencing the “we’ve moved” website that no longer exists (page 2).
10/05/15	Updated verbiage referring to registration procedures on pages 2 and 3.
10/05/15	Updated Login image on page 9.
10/17/16	Updated styling, font, table of contents, and various images throughout manual.
12/20/16	Revised homepage image.
01/05/17	Revised print certificate instructions.