

Local Union Representative User Guide

Contents Quick Find (Click to jump to page)



Registration & Logging In

The Employee Verification Search/IMPACT SMDS utilizes a Single-Sign-On (SSO) with the IMPACT website for the login process for Local Union Representatives. To log in, go to the URL: https://sms.copperrange.com/impact/sms/ or click "Employee Verification Search" from the IMPACT Drug Free Workforce webpage.

Enter your IMPACT User Name and Password for impact-net.org, and click "Login"

Your IMPACT User Name will be your email address + ".impact" Example: jdoe@local000.org.impact

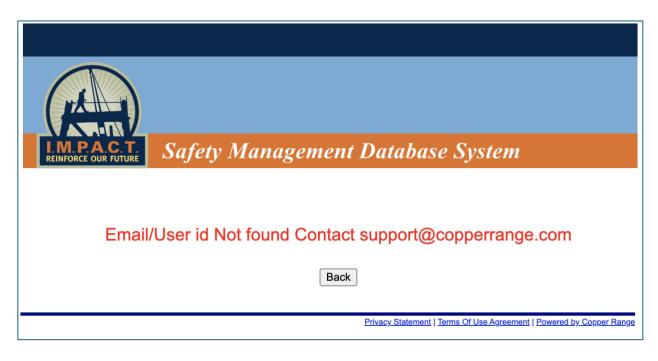
Need an Account?

Click the "Not a member?" link shown on the previous page and follow the prompts to create an account. You will need to contact IMPACT (support@impact-net.org) in order to make sure your account is linked to the SMDS Single-Sign-On. Please allow 24 hours for the SSO changes to take effect before attempting to log in.

Log in not working?

If your log in credentials are not working, please try 2-3 times to check for any typos, then click "Forgot your password?" and follow the prompts to reset your password.

If you successfully log in, but then receive this page (shown below), please contact (<u>support@impact-net.org</u>) to confirm that your account is set up for Single-Sign-On if you have not already done so.



If your account is properly set up, then please contact support@copperrange.com for further assistance with any SSO issues.

Local Union Representative User Guide

First Time Logging In?

After logging in for the first time you will need to approve of the SMDS Terms of Use, CCPA Consent, and Privacy Policy before using the system. Please review the documents, check off each box, and click "Continue".

Terms Review Page

Safety Management Database System

Exit

Please Review the Privacy Policy and Terms of Use Agreements available here; they are also available at the bottom of each page of the SMDS.

Read Privacy Policy.

Read Terms of Use

I have read and accept the Privacy Policy.

I have read and accept the California (CCPA) Consent terms (in the Privacy Policy).

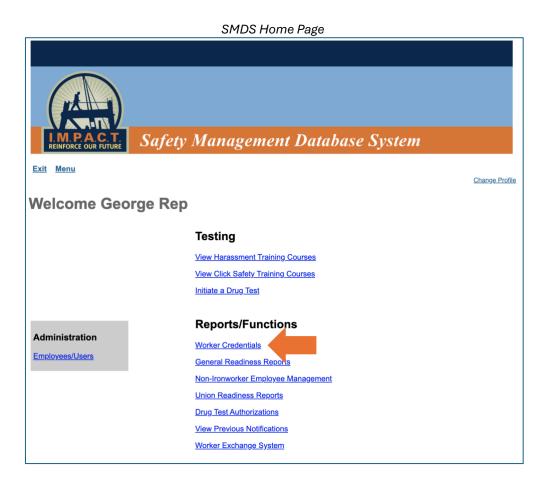
I have read and accept the Terms of Use.

Continue

Privacy Statement | Terms Of Use Agreement | Powered by Copper Range

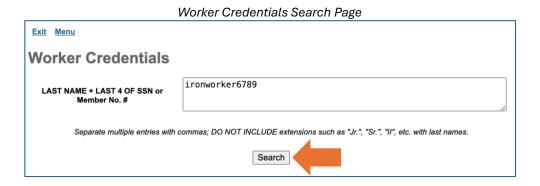
View Workers' Credentials

Once you have logged in you will see the SMDS Home Page.



To lookup a Member's Drug Test Status, Online Training Credentials, Live Training Credentials, and/or Other Credentials, click **Worker Credentials**.

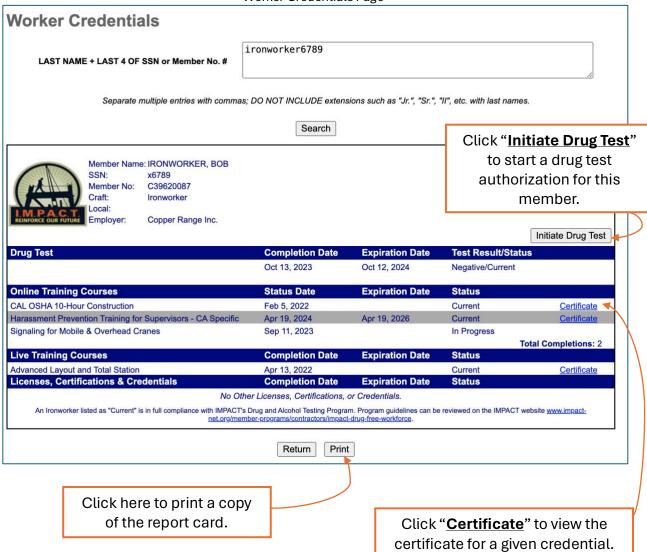
Enter one or more members' Book Number(s) or Last Name + Last 4 SSN** separated by commas and click Search.





Local Union Representative User Guide

Worker Credentials Page



**How to Search by Last Name + Last 4

Multiple functions in the SMDS provide the option to search for someone using their Last Name + Last 4 digits of their SSN. To do this enter the <u>first word</u> of the last name, and <u>do not</u> include any dashes, commas, spaces, apostrophes, periods, or second last names. Then type the last four digits of the SSN immediately after without any space.

For Example
Employee Name = Beck Garcia-Fraya
SSN = 000-00-0007
SEARCH FOR = garcia0007

Local Union Representative User Guide

Add or Edit Members

To Add or Edit Members, click on "Employee/Users" under the Administration section on your Home page.

SMDS Home Page Welcome George Rep Testing View Harassment Training Courses View Click Safety Training Courses Initiate a Drug Test Reports/Functions Administration **Worker Credentials** Employees/Users General Readiness Reports Non-Ironworker Employee Management Union Readiness Reports **Drug Test Authorizations View Previous Notifications** Worker Exchange System

To Add a Member that has not yet been automatically added via the Ironworker Database, click "Add Employee/User".



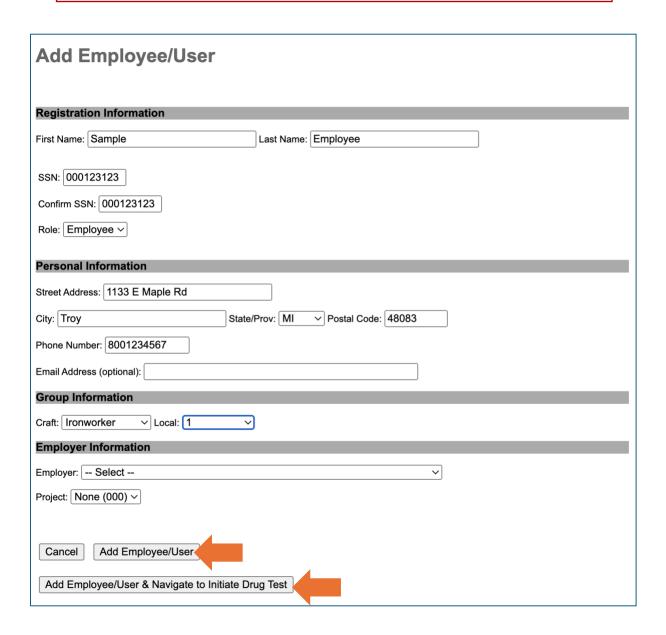
IMPORTANT NOTE: Non-Ironworkers should be added from a different page than Ironworker members, see Add/Edit a Non-Ironworker Employee below.



Local Union Representative User Guide

Enter the Member's information and click "Add Employee/User" or click "Add Employee/User and Navigate to Initiate a Drug Test" to authorize a drug test for that Member.

IMPORTANT NOTE: When you manually add an Employee (Member) user to the SMDS, the system will provide a temporary Member Number (C number) to that employee until the International IW Database assigns a permanent number and automatically updates the number in the SMDS.





Local Union Representative User Guide

To Edit an Existing Member, from the first page of the Employee Administration, enter the Last Name + Last 4 SSN or Member Number for the member and click "Go".



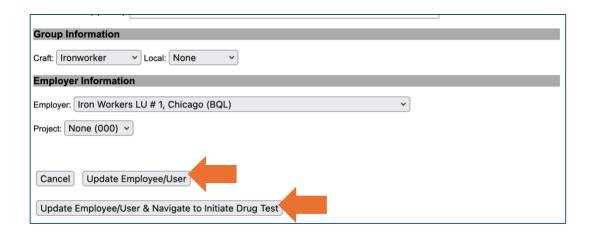
IMPORTANT NOTE: If an Employee/User can be found in the Worker Credentials search but not in the Employee Administration search, that means their account is inactive. Please contact support@copperrange.com to reactivate.

Why are accounts inactive? An Employee account will go inactive when it is no longer being sent in the data feed from the International. If there are changes to the data coming from the International (name, member number, or SSN changes) for a member, the account may mistakenly go inactive.

Edit any necessary Employee details and click Update Employee/User or click Update Employee/User & Navigate to Initiate Drug Test to start a drug test authorization.

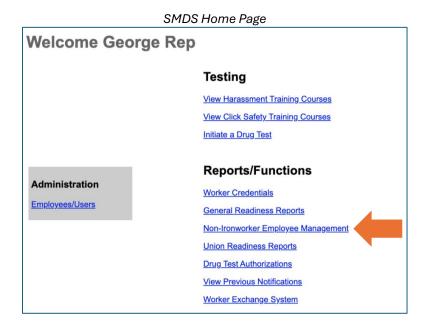
IMPORTANT NOTE: Only edits to Temporary "C number" accounts will stay in the SMDS, any edits made to an account with a real Member Number provided by the International will be overwritten when the systems sync their data overnight.

To make changes to a Member's information with a permanent Member Number, the change must be made in the International (IWITS) database, and any updates will be sent over to the SMDS.



Non-Ironworker Employee Management

To add or edit a Non-Ironworker Employee for your organization, click on "**Non-Ironworker Employee Management**" from the home page.



IMPORTANT NOTE: Non-Ironworker users are only able to take online training and be authorized for drug tests by other users. Non-Ironworker users do <u>not</u> have the ability to view or manage any other Employees or Members. See <u>Registration & Logging in</u> on Page 1 for information on how to add a new Representative to your organization.

To add a new Non-Ironworker Employee, enter the Social Security Number, First Name, Last Name, and Email for the new user on any open line and click "Save".

Non-Ironworker Employee Management Page (partial)





Once a user is successfully added they will appear with a Member No. (T Number) as the first two Employees display below.

To update the email address for an existing Non-Ironworker employee, click "Edit".

To remove a Non-Ironworker employee from your organization's roster, click "Disable".

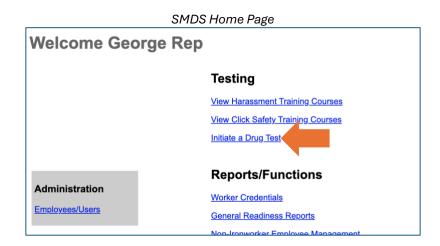
Non Ironworker Employee Management Page Non Ironworker Employee Management Below is the list of Non-Ironworker Employees in the system with your company and the available open slots to add additional Non-Ironworker Employees. To increase your alloted number of Employee entries, please contact IMPACT directly. Member No. SSN Last Name Position Edit Disable T84393038 x7833 Sam 0009878333 Engineer sample2@iron1.com T95220606 x3222 Nironworker Accounting sample@iron1.com Edit Disable ~ ----3 ----~ ----5 ~ V 6 Save Return List of Disabled Accounts First Name Last Name T48288936 x8883 testing test Vice- President sales@copperrange.com

Disabled Non-Ironworkers will appear here and continue to count toward your organization's Non-Ironworker allotment.

IMPORTANT NOTE: Each organization is allotted 10 Non-Ironworker Employees in the SMDS by default. To request an increased allotment, contact IMPACT.

Initiate a Drug Test

To authorize a drug test for a Member, from the Home Page, click "Initiate a Drug Test".



Type in the Member's Member Number or Last Name + Last 4 SSN, and click "Continue".



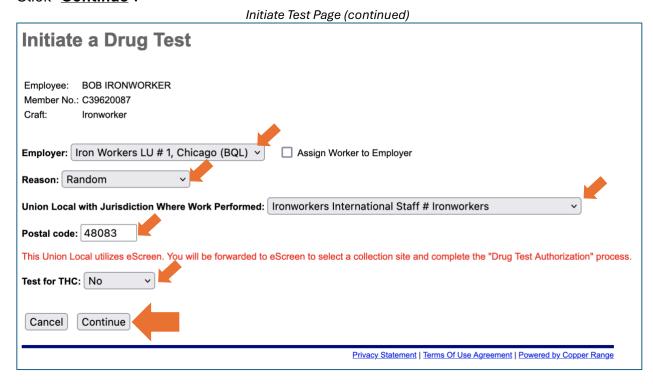
Local Union Representative User Guide

On the next page, confirm the Employer of the Member is correct and select the Reason for the drug test from the dropdown list.

Then select the Union Local where the work is to be performed, from the dropdown list. If the selected Local is utilizing eScreen authorizations the red text shown below will appear. If the red text does not appear, please contact your TPA to confirm how you should authorize a drug test before continuing.

Next enter the postal code you wish to use to search for a collection site, and select whether or not THC should be tested for from the dropdown.

Click "Continue".



Next, review the data on the confirmation page, and if it is correct, click "<u>Authorize Test</u>" to be taken to eScreen to complete your authorization.

Initiate Test Confirmation Page

Drug Test Authorization

Employee: BOB IRONWORKER
Member No.: C39620087
Craft: Ironworker

Employer: Iron Workers LU # 1, Chicago
Address: 7720 Industrial Drive
Forest Park, IL 60130

Reason: Random

Jurisdictional Local: Ironworkers International Staff # Ironworkers
Test for THC: No

Cancel Back Authorize Test

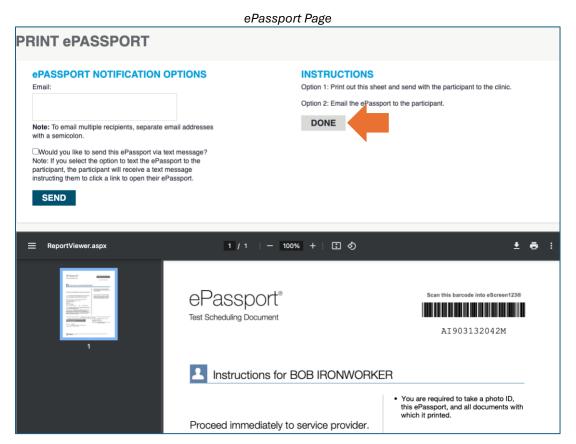


Local Union Representative User Guide

Once connected to eScreen, use the search functions to find and select a collection site for this drug test. To select a site, click the name of the collection site.



Save, print, or send the ePassport as instructed on the page, then click "**DONE**" to return to the SMDS. You will be able to retrieve the ePassport from the SMDS, if needed.



Local Union Representative User Guide

Drug Test Authorizations

To review or download a recent drug test authorization form, click "**Drug Test Authorizations**" on the Home page.

SMDS Home Page Welcome George Rep Testing View Harassment Training Courses View Click Safety Training Courses Initiate a Drug Test Reports/Functions Administration **Worker Credentials** Employees/Users General Readiness Reports Non-Ironworker Employee Management **Union Readiness Reports Drug Test Authorizations** View Previous Notifications Worker Exchange System

Then select "My Authorizations" to view authorization forms for tests you initiated, or, depending on your user permissions, you may have the option to select to view all recent forms generated by people at your organization under "Organization". Then click "Search".



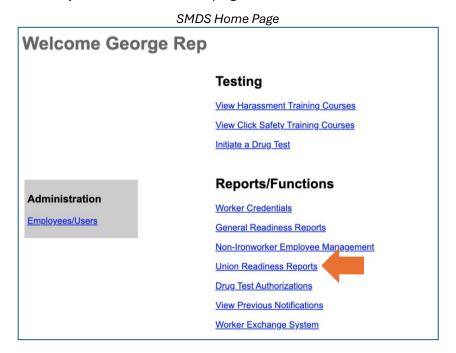
Drug Test Authorization Search Page

The relevant Open, Completed, and Deleted forms will display. To view a form in PDF, click "Reprint Form" next to the appropriate form. To remove a duplicate or mistaken authorization form from the SMDS, click "Delete" and that form will appear in the deleted section of this page.



Union Readiness Report

To view a list of all Members linked to your Local Union and their drug test status, select "**Union Readiness Report**" from the home page.



Local Union Representative User Guide

On this page, your Local Union will be selected. Then select the Test Criteria you would like to search from on the dropdown list.

Test Criteria	Will Display
Ineligible Drug Test	Members whose drug test status is currently "Ineligible"
Expired Drug Test	Members whose drug test status is currently "Need to Test"
Current Drug Test	Members whose drug test status is currently "Negative/Current"
Tested Within Past 3 Years	Members with 1 or more Drug Tests within the past 3 years.
Any Test/Module Near	Members whose Drug Test expiration is within 60 days, or a Training
Expiration	module near expiration.

Next, select the Report Type. Then click "Search".

Report Type	Will Generate
Summary	A report directly on the webpage, members divided into pages by the
	first letter of their last name.
Spreadsheet	A Microsoft Excel file (automatic download) containing the requested
	data.

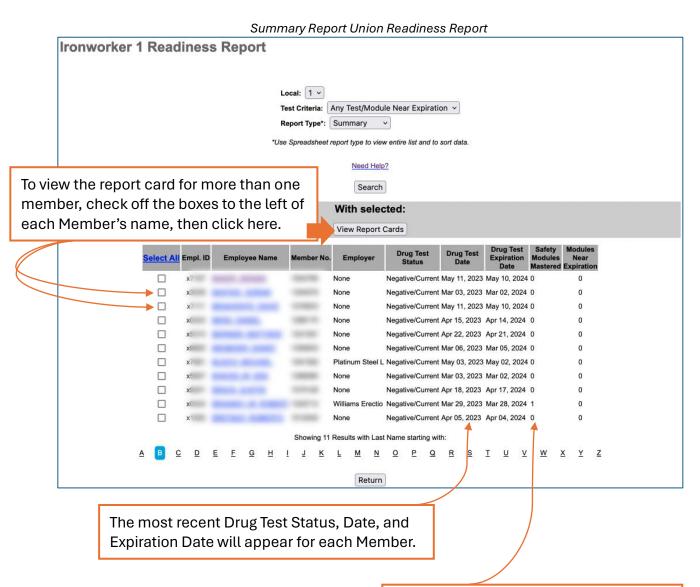
Safety Management Database System Exit Menu **Readiness Report** Local: 1 v Test Criteria: Any Test/Module Near Expiration > Report Type*: Summary > *Use Spreadsheet report type to view entire list and to sort data. Search Return Privacy Statement | Terms Of Use Agreement | Powered by Copper Range

Union Readiness Report Page



Local Union Representative User Guide

To view the detailed credentials (report card) for a member click on their name. To view more than one members' details at once, follow the instructions below.

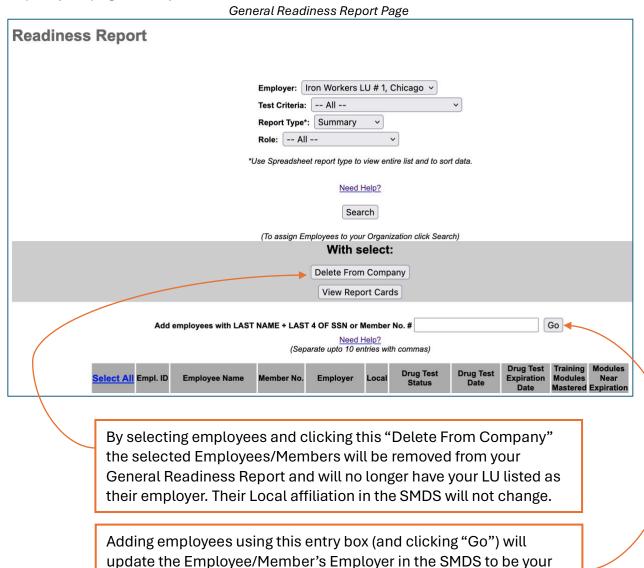


The number of Online Training Modules completed will appear in this column.

General Readiness Report

The General Readiness Report is similar to the Union Readiness Report, but will <u>only</u> display Members and Non-Ironworker Employees that have your Local Union listed as their <u>Employer</u>. To use this function, click on "<u>General Readiness Report</u>" from the home page.

The searching and other functions on this report operate similarly to the Union Readiness Report (one page above).

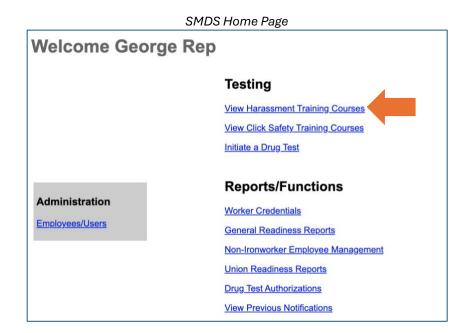


LU and add them to this report, but will not change their Local

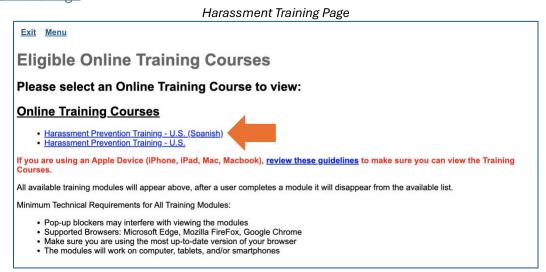
affiliation in the SMDS.

View Harassment Prevention Training Courses

If you have permission to view the Harassment Prevention Training courses, they can be accessed from the "View Harassment Training Courses" link on the SMDS Home Page.



Any Harassment Training Courses you have access to will show on this page as shown below. To start a course, click on the <u>Course Name link</u>. When a course is completed, it will disappear from this page and your credential will appear on your personal <u>Worker</u> <u>Credentials Page</u>.

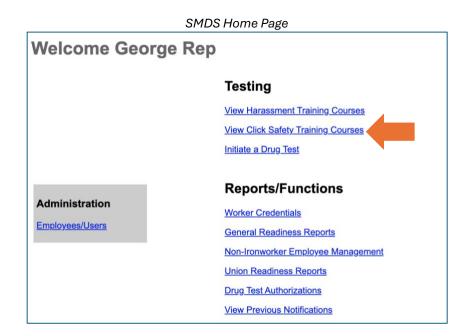


IMPORTANT: Only one Harassment course can be "In Progress" at a time, so make sure to select the correct course.

Local Union Representative User Guide

View ClickSafety Training Courses

If you have permission to view the ClickSafety Training courses, they can be accessed from the "View Click Safety Training Courses" link on the SMDS Home Page.



Eligible ClickSafety Online Training Page





Each course that you have access to will appear in a list on the Eligible ClickSafety Online Training Page. Click on any course to view information about that specific training course.

Details on a ClickSafety Course ClickSafety Courses **Construction Courses** 100% Fall Protection for Construction The 100% Fall Protection for Construction course provided by ClickSafety is an intermediate online course designed to teach students the basic guidelines and methods associated with fall protection safety. Participants of the course will review fall hazards, fall hazard evaluation, and fall hazard controls that are critical for both the health and safety of individuals in construction. Students can expect to cover applicable construction safety guidelines and methods according to OSHA and American National Standards Institute (ANSI) standards. ClickSafety. Äös online 100% Fall Protection for Construction course focuses primarily on fall injuries and fatalities, as well as the definition of 100% fall protection. Participants will learn the six steps of the fall protection program and how the program can be made to work at individual construction sites. Course topics include the · 100% Fall protection definition & overview · Background of fall protection · Hazard assessment & control · Common problems and solutions · Getting started with implementing fall protection Applicable 100% fall protection issues Upon successful completion of the 100% Fall Protection for Construction course, participants will be able to better recognize, evaluate, control, and eliminate fall hazards at the job site. **Duration: 45 Minutes** CEUs: 0

To start a course, click "**Start Course**" and the course will begin in a new tab on your web browser.

Start Course

IMPORTANT NOTES:

- No more than two ClickSafety courses may be "In Progress" at a time.
- Any given course (including OSHA) must be completed within 6 months, per Fed OSHA.
- Member may only fail an OSHA course module 3 times before they fail the entire course, per Fed OSHA.
- Member will receive reminders of non-completion once per week for four weeks, then once monthly for the remainder of the 180 days reminding them the course is not completed.
- OSHA hard cards will be mailed to the member's home Local.

See the **IMPACT Website** for more information.

Upon completion of a course, your updated status and Certificate will be available on your personal <u>Worker Credentials</u>/Report Card page.

search.

Ironworker Management Progressive Action Cooperative Trust (IMPACT) Safety Database Management System Local Union Representative User Guide

Worker Exchange System

The Worker Exchange System can be used to find a worker's drug test and/or safety training status across different participating platforms. If you have a worker with data in a participating platform, click "Worker Exchange System" from the home page to start a

SMDS home page Welcome George Rep Testing View Harassment Training Courses View Click Safety Training Courses Initiate a Drug Test Reports/Functions Administration **Worker Credentials** Employees/Users General Readiness Reports Non-Ironworker Employee Management **Union Readiness Reports Drug Test Authorizations** View Previous Notifications Worker Exchange System

Enter either the Worker ID used in the partner system for the worker (the ID used in the partner system is not necessarily the Ironworker Member ID) or the Last Name and Last 4 SSN for the worker. Then select an organization from the "**Organization**" dropdown. Then click "**Search**".

Worker Exchange System Employee Report Card

To search for a worker's drug test and safety status:

1. Enter an employee's ID
or
The employee's last name and last four digits of their Social Security Number.
For last names, eliminate extensions such as "Jr.", "Sr.", "I", etc.
2. Select the organization whose database you wish to verify.
3. Click the "Search" button to display employee's results.

For questions regarding the Worker Exchange System (WES), please call 800-309-2060 ext. 1

Worker ID:

Last Name:

Last 4 SSN Digits:

Organization: — Select — V

Search

Updated 5/6/2024



Local Union Representative User Guide

A successful search will return the report card information that the selected organization has elected to share, if the worker cannot be found the WES search will say so.

