


# Train the Printer for Graphic Arts Schools

Welcome to Traintheprinter.com, an online training solution for the printing and publishing industry. We proudly offer a special program for graphic arts instructors and students on the latest environmental and safety issues faced by the printing industry.

Traintheprinter.com  
is part of the  group of  
24/7 training solutions.



This booklet contains important facts you should know about how to use Traintheprinter.com. Any questions not answered in this booklet should be directed to [rafricke@traintheprinter.com](mailto:rafricke@traintheprinter.com).

# About our Training Modules

We recognize the need to provide environmental and safety information to instructors and students in the graphic arts. Our training service enhances regular course material to help students develop a more holistic attitude toward environmental stewardship and workplace safety.

We make training easier by providing content that is specific to printing operations. We look at what training topics must be covered. Then we tailor our modules according to prepress, press and postpress operations.

## **General Safety Overview** Available in Spanish.

This module covers a review of Hazard Communication, PPE, Lockout/Tagout, General Safety, and Basic Emergency Action for nonproduction employees. (If any nonproduction employees frequent production areas, they must receive full Hazard Communication and other relevant training.) You can use this module only as introductory training for production employees. Regulatory training frequency - at orientation and when things change, unless your state requires Hazard Communication training more frequently.

Average viewing time is 20-30 minutes.

## **Hazard Communication**

This module covers Hazard Communication for employees in prepress, press and postpress operations. Regulatory training frequency - at orientation and when things change, unless your state requires more frequently.

Average viewing time is 30-40 minutes.

# More about our Training Modules

## **Lockout/Tagout**

This module covers Lockout/Tagout for affected and other employees in prepress, press and postpress operations. This module can be used as introductory training for authorized employees. (Authorized employees must receive additional training on specific lockout/tagout procedures for which they are responsible.) Regulatory training frequency - at orientation for affected and other production employees and when things change.

Average viewing time is 20-30 minutes.

## **Hazardous Waste**

This module covers specific hazardous wastes generated by printers and how to manage them. Pretransport and shipping requirements are covered. This module should be taken before viewing DOT Hazmat. Regulatory training frequency - optional for CESQGs, annual for SQGs and LQGs.

Average viewing time is 20-30 minutes.

## **DOT Hazmat**

This module covers topics required by USDOT for hazmat employees. Hazmat employees participate in the receiving and shipping of hazardous materials and wastes. Typically, these employees are warehouse or maintenance employees who move photochemistry, inks, solvents, etc. to storage areas from the delivery trucks as well as prepare hazardous wastes and waste oil for shipment. Regulatory training frequency - at orientation and triennially thereafter.

Average viewing time is 20-30 minutes.

## **Fire Extinguishers**

This module covers the proper use of fire extinguishers by employees authorized to extinguish incipient fires under the Emergency Action and Fire Prevention Plans. Regulatory training frequency - annually.

Average viewing time is 15-20 minutes.

# More about our Training Modules

## **Hearing Conservation**

This module covers hearing conservation and hearing protection in the Pressroom and Postpress. Employees are instructed on the biology of hearing, noise sources and the care and use of hearing protection. Regulatory training frequency - annually.

Average viewing time is 10-15 minutes.

## **Workplace Violence** Available Fall 2002.

This module covers violence in the workplace. Employees are instructed on the causes and prevention of workplace violence. Emphasis is placed on how to avoid unpleasant situations and what to do in an emergency. Regulatory training frequency - optional.

Average viewing time is 20 minutes.

## **Personal Protection** Available Fall 2002.

This module covers Personal Protective Equipment (PPE) for Prepress, Press, Postpress and Maintenance employees. Employees select their department and receive department specific PPE training. Regulatory training frequency - at employee orientation and when things change.

Average viewing time is 15-20 minutes.

## **Mailroom General Safety** Available Fall 2002.

This module covers a review of Hazard Communication, PPE, Lockout/Tagout, General Safety, and Basic Emergency Action for Postpress (Mailroom and Bindery) employees. Regulatory training frequency - at orientation and when things change, unless your state requires Hazard Communication training more frequently.

Average viewing time is 15 minutes.

# About our User Fees

<b>School Program</b>	<b>Annual Fee (as of 07/01/02)</b>
<b>4-Year College Program</b>	<b>\$300</b>
<b>2-Year College Program</b>	<b>\$150</b>
<b>Technical School</b>	<b>\$150</b>
<b>High School</b>	<b>\$150</b>
<b>Other</b>	<b>Call</b>

Schools with multiple programs are required to pay the higher applicable annual fee. ESM, LC. and Trainthepriinter.com reserves the right to independently verify program descriptions and school information. This annual training service is for the school's graphic arts instructors and students, and in-house print shop employees only. Contract employees, other non-graphic arts departments, school affiliates, and commercial/nonprofit partnerships with other business entities are excluded from using this fee discount service.

Fee payment is required prior to service activation and before each service renewal anniversary annually thereafter. You will be invoiced approximately 45 days before your service renewal anniversary for the next annual service period. Payment must be received before renewal anniversary or the service is terminated and a \$50 reactivation fee applied.

There are no administration, other maintenance fees, or connection fees charged by ESM. However, you may incur fees charged by your Internet Service Provider or phone company for accessing Trainthepriinter.com. We do not provide refunds for Internet-related interruptions, nor are we responsible for customer software used to access our service.

Refunds are provided on a prorated daily basis from anniversary date for early termination of the annual service agreement. A \$25 early termination fee will be applied.

By paying the annual subscription fee you are agreeing to the provisions and limitations set forth in ESM's Customer License Agreement. See inclosed.

You will be provided user and administrator passwords to access Trainthepriinter.com. ESM reserves the right to monitor service usage for compliance with the Customer License Agreement.



Mail to:
ESM, LC.
22 River Street Suite A2
Braintree, MA 02184-3235

Application for Annual School Account

Print this page and fill in all fields. Send completed application with check, payable to ESMillennium, LC.

School Name
Department/Program
Mailing Address 1
Address 2
City State
Zip Code
Contact Person
Telephone Fax
School Website
Email Address

(Email address will be used for receiving periodic administrative reports and information from www.traintheprinter.com.)

Provide the following:

User Name (minimum four characters)

(Will be used by instructors and students to view training modules, we suggest you use school name, instructor name or other easily remembered user name.)

User Password (minimum four characters)

(Will be used for viewing modules only. ESM will provide a different administrative password for accessing the training database.)

Check applicable Graphic Arts Program descriptions.

Two-year college program
Four-year college/graduate program
Technical School
High School

How did you hear about Traintheprinter.com?

PIA/GATF/IGAEA
Friend/Fellow Professional
Magazine Ads
Web Search

ESM, LC. and Traintheprinter.com reserves the right to independently verify program descriptions and school information. By paying the annual subscription fee you agree to the provisions and limitations outlined in the enclosed Customer License Agreement.

# Instructor Information

Traintheprinter.com (T2P) is designed to run at dedicated modem speeds of 128 Kbps or greater. You may use conventional dialup modems (56 Kbps), but they tend to be sluggish and will significantly increase module run time.

T2P is cross platform and may be used with a Mac/PC system that supports Netscape Navigator 4.7 or Internet Explorer 5.0 or greater.



The latest version of the Shockwave plug-in is required and can be obtained at:

<http://sdc.shockwave.com/shockwave/download/alternates/>

The Shockwave Download Center link can be found on the T2P home page.

To view T2P graphics properly, make sure monitors are set to at least High or 16 bit Color.

Some T2P modules are enhanced with narration. However, your training experience is not compromised when viewed without sound capability. Less download time is needed for non-narrated versions.

Once a student logs in using the User Login and assigned Password, they are provided a Course Menu. They can select any module to view. Average running time is 15-30 minutes depending on the module. A student should allot 30-45 minutes to view the module to ensure adequate comprehension. Most modules have summary tests that have a 70% passing threshold. In the event a student FAILS a course, they will can view the module again or try again later. In any case, you will be notified by the email.

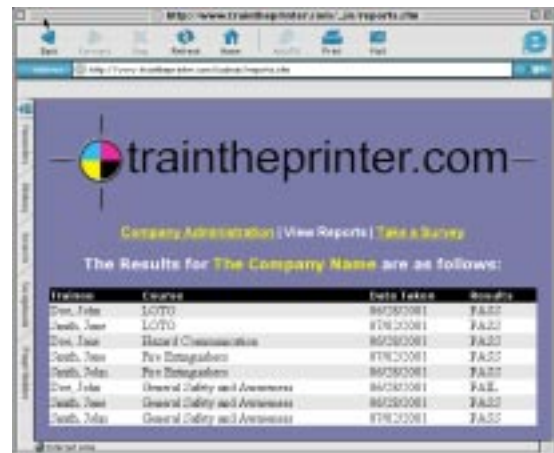


If the student successfully PASSES the training module, the student has the option of printing a training certificate. You are again notified by email. All training attempts are tracked in a training database as PASS, FAIL, or INCOMPLETE. You can access the database to see your student training records using your ESM-assigned Administrative Password.

# More Instructor Information

Traintheprinter.com (T2P) has a searchable training database that is generally available 24/7 by using your User Name and Administrative Password.

For your convenience, the database may be printed at anytime. We maintain the training records for three years, but we may change the retention period at our discretion. Therefore, we urge your students to print the training certificates.



The screenshot shows a web browser displaying the Traintheprinter.com website. The page title is "traintheprinter.com" and it includes navigation links for "Company Administration", "View Reports", and "Take a Survey". Below this, it states "The Results for The Company Name are as follows:" and displays a table of training records.

Trainee	Course	Date Taken	Results
Don, John	LCOTO	8/23/2001	PASS
Don, John	LCOTO	8/28/2001	PASS
Don, John	Basic Communications	8/28/2001	PASS
Don, John	Fire Strategies	8/28/2001	PASS
Don, John	Fire Strategies	8/28/2001	PASS
Don, John	General Safety and Awareness	8/28/2001	PASS
Don, John	General Safety and Awareness	8/28/2001	PASS
Don, John	General Safety and Awareness	8/28/2001	PASS

# Student Information Handout

Trainthepriinter.com (T2P) is designed to run at dedicated modem speeds of 128 Kbps or greater. You may use conventional dialup modems (56 Kbps), but they tend to be sluggish and will significantly increase module run time.

T2P is cross platform and may be used with a Mac/PC system that supports Netscape Navigator 4.7 or Internet Explorer 5.0 or greater.

The latest version of the Shockwave browser plug-in is required and can be obtained at:

<http://sdc.shockwave.com/shockwave/download/alternates/>

The Shockwave Download Center link can also be found on the T2P home page.

To view T2P graphics properly, make sure monitors are set to at least High or 16 bit Color.

Some T2P modules are enhanced with narration. However, your training experience is not compromised when viewed without sound capability. For less time downloading, you should select the non-narrative version if available.



You may log into Trainthepriinter.com using the User Name and Password assigned to your instructor. Please use the same student name for each login so that your instructor can track your progress through our training database. Once the you log in, a course menu is provided. Any training module can be selected.

You should set aside between 30 and 45 minutes for viewing the modules. All modules have an average viewing time of 30 minutes or less. Most have tests at the end of the module with a 70% pass threshold. If you fail the test, you can go back through the module again immediately or at a later time. All training attempts are tracked in a training database as PASS, FAIL, or INCOMPLETE. Each time you view a module, a notification email is sent to your instructor.

If you successfully PASS the training module, you can print a training certificate for yourself or to show your instructor.

# ESM Customer License Agreement

READ THIS BEFORE YOU USE THE TRAINING  
SERVICES AT TRAINTHEPRINTER.COM

THIS CUSTOMER LICENSE AGREEMENT (THE AGREEMENT ) IS A LEGAL AGREEMENT BETWEEN ESMILLENNIUM, LC. ( ESM ) AND THE CUSTOMER OF THE SERVICE (AS DEFINED BELOW). BY CLICKING ON THE ACCEPT BOX OR OTHERWISE USING THE SERVICE, YOU REPRESENT (I) THAT YOU HAVE BEEN AUTHORIZED TO ACCEPT THESE TERMS ON BEHALF OF THE CUSTOMER (THE ENTITY ON WHOSE BEHALF YOU REPRESENT YOU ARE AUTHORIZED TO ACT, IN WHICH EVENT YOU AND YOUR SHALL REFER TO YOU AND SUCH ENTITY, AS THE CASE MAY BE), OR (II) THAT YOU INTEND TO BE PERSONALLY BOUND TO THE TERMS OF THIS AGREEMENT AS THE CUSTOMER. IF YOU ARE NOT SO AUTHORIZED OR DO NOT INTEND TO BE PERSONALLY BOUND, THEN ESM IS UNWILLING TO PROVIDE THE SERVICE AND YOUR USE OF THE SERVICE IS A VIOLATION OF U.S. AND INTERNATIONAL COPYRIGHT LAWS AND CONVENTIONS. IF YOU ACCEPT THESE TERMS ON BEHALF OF AN ENTITY, YOU MAY USE THE SERVICE ONLY ON BEHALF OF SUCH ENTITY. IF YOU INTEND TO BE PERSONALLY BOUND, USE OF THE SERVICE IS LIMITED TO YOUR PERSONAL USE.

SERVICE: The following E-training Modules, as available and applicable: General Safety Overview, Hazard Communication, Lockout/Tagout, DOT Hazmat, Hazardous Waste and Fire Extinguishers.

ESM hereby agrees to grant and Customer agrees to accept a non-transferable, non-sublicenseable and non-exclusive license to use the Service subject to the following terms and conditions and payment of the applicable fees in accordance with ESM s policies:

1. Limited Use: Customer may use the Service for self-training purposes only. Customer may not reverse assemble, reverse compile, translate or otherwise attempt to create the source code from the Service or create derivative works of the Service or any portion thereof, including for reasons of error correction or interoperability. Customer may not rent, lease, distribute or otherwise transfer rights to or use of the Service or any portion thereof, or remove or alter any trademark, logo, copyright or other use or proprietary notices, legends, symbols or labels on the Service.
2. Duration: This license shall continue until Customer has completed training in the applicable Module(s), but only for so long as Customer uses the Service in compliance with this Agreement. Should Customer breach any of its obligations, this Agreement shall terminate and Customer agrees to stop using the Service and to destroy or return any and all materials that may be provided for or with the Service and any copies thereof upon notification by ESM.

# Customer License Agreement (cont.)

3. **Training Responsibilities:** The Service is not intended to be the sole means for compliance with state and/or federal regulations or other requirements. Therefore, it is Customer's responsibility to ensure that Customer's training programs comply with any such regulations and requirements.
4. **Title and Security:** ESM retains all proprietary rights and title to the Service and any modifications, and no ownership of any part of the Service is hereby transferred to Customer. Customer acknowledges that the Service is the property of ESM and contains confidential information, and agrees to take all reasonable steps to protect such confidentiality.
5. **Warranty:** ESM warrants solely that for a period of thirty (30) days from Customer's registration to use the Service, the Service will function materially as described in the online help screens and the traintheprinter.com Welcome file provided to Customer (the Documentation). This warranty does not apply insofar as: (a) claims resulting from acts or omissions caused by persons other than ESM, or from products, materials or software not provided by ESM; (b) the Service is modified by someone not authorized by ESM or; (c) the Service is used on an operating system other than the system and version specified in the Documentation, if any, or on a machine not described in the Documentation, if any. ESM does not warrant that use of the Service will be uninterrupted or error free, nor that errors will be corrected. In the event of a breach of warranty, ESM's sole responsibility, and Customer's sole and exclusive remedy, is, at ESM's option, to make available replacement or substitute services or to refund the applicable paid fee. This limited warranty is valid only if ESM receives written notice of breach of warranty within such thirty-day period.
6. **Limitation of Warranty and Liability:** EXCEPT AS EXPRESSLY SET FORTH IN SECTION 5 ABOVE, ESM SHALL HAVE NO LIABILITY TO CUSTOMER OR TO ANY THIRD PARTY FOR THE SERVICE, INCLUDING BUT NOT LIMITED TO ANY LIABILITY FOR NEGLIGENCE; ESM MAKES AND CUSTOMER RECEIVES NO WARRANTIES, EXPRESS, IMPLIED, STATUTORY, OR IN ANY OTHER PROVISION OF THIS AGREEMENT OR ANY OTHER COMMUNICATION; AND ESM SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. CUSTOMER MAY HAVE CERTAIN STATUTORY RIGHTS TO WHICH THESE EXCLUSIONS DO NOT APPLY, HOWEVER, TO THE FULL EXTENT PERMITTED BY LAW, THE DURATION OF STATUTORILY REQUIRED WARRANTIES, IF ANY, SHALL BE LIMITED TO THE WARRANTY PERIOD SET FORTH IN SECTION 5 ABOVE. MOREOVER, IN NO EVENT WILL WARRANTIES PROVIDED BY LAW, IF ANY, APPLY UNLESS THEY ARE REQUIRED TO APPLY BY STATUTE NOTWITHSTANDING THEIR EXCLUSION BY CONTRACT. NO DEALER, AGENT, OR EMPLOYEE OF ESM IS AUTHORIZED TO MAKE ANY MODIFICATIONS, EXTENSIONS, OR ADDITIONS TO THIS LIMITED WARRANTY. The cumulative liability of ESM to Customer for all claims relating to the Service, in contract, tort, or otherwise, shall not exceed the total amount of fees paid to ESM by Customer for such Service. IN NO EVENT SHALL ESM BE LIABLE TO CUSTOMER FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, MULTIPLE OR INCIDENTAL DAMAGES, EVEN IF ESM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE. SOME STATES OR JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE

# Customer License Agreement (cont.)

EXCLUSIONS OR LIMITATION MAY NOT APPLY TO YOU.

7. **Miscellaneous:** This Agreement, the license granted hereunder, the Service and any modifications thereto may not be assigned or in any way transferred without the prior written consent of ESM. The terms of this Agreement shall be construed in accordance with the substantive laws of the Commonwealth of Massachusetts, United States of America, without giving effect to the principles of conflict or choice of law of such Commonwealth. The original of this Agreement has been written in English. The parties hereto waive any statute, law, or regulation that might provide an alternative law or forum or to have this Agreement written in any language other than English. ESM and Customer exclude the United Nations Convention on Contracts for the International Sale of Goods and the Uniform Computer Information Transactions Act from this Agreement. If any provision of this Agreement is held to be excessively broad as to scope, activity, subject or otherwise so as to be unenforceable at law, such provision shall be constructed by limiting or reducing it so as to be enforceable to the maximum extent compatible with the applicable law as it shall then appear. This Agreement, including ESM's applicable user fee policy, represents the entire understanding between the parties with respect to its subject matter and merges all prior written and oral communications. This Agreement may not be modified by Customer except by a written agreement signed by authorized representatives of both parties. A waiver by either party of its rights hereunder shall not be binding unless contained in a written agreement signed by an authorized representative of the party waiving its rights. The non-enforcement or waiver of any provision on one occasion shall not constitute a waiver of such provision on any other occasions unless expressly so agreed in writing. ESM may change and/or update this Agreement, and Customer's continued use of the Service shall signify Customer's assent to such changes and/or updates. The latest version of the Agreement can be seen at <http://www.trainthepainter.com/legal/>.
8. **U.S. Government Restricted Rights Legend.** The Service and the Documentation are commercial items as that term is defined in 48C.F.R. 2.101 (October 1995) consisting of commercial computer software and commercial computer software documentation as such terms are used in 48C.F.R. 227.7202-1, 227.7202-3 and 227.7202-4 (June 1995). If Customer hereunder is the U.S. Government or any agency or department thereof, the Service and Documentation are licensed hereunder (i) only as a commercial item, and (ii) with only those rights as are granted to all other end users pursuant to the terms and conditions of this Agreement. Licensor is ESMillennium, LC., 22 River Street, Braintree, MA 02184-3235.
9. **Compliance with Laws.** Customer is responsible for complying with any laws in its jurisdiction which may impact its use of the Service, and represents that it has complied with and will comply with any regulations or registration procedures required by applicable law.

July 2002

# ESM's Privacy Policy

We appreciate your trust in us when sharing information about you or your school. Your information is important to us and we want to manage it sensibly and carefully to ensure your privacy.

## **Information You Give Us**

The information you provide us is used to help us do business with you. We consider the need for that information and balance that with what we need to know for you to take advantage of the services and products we offer you. We protect your information using industry-standard security measures.

In some instances, we may ask for certain information to establish a service account. This information is transmitted using Secure Sockets Layer (SSL) software, which encrypts information you input.

## **Automatic Information**

We may use cookies or other automatic features to allow us to provide more personalized service to you. A cookie is an alphanumeric code that is placed on your computer's hard drive to allow us to provide personalized services without reentering your company information each time it is needed.

We will attempt to use cookies in such a way as not to prevent you from realizing the full potential of the services and features we offer when you elect from your browser not to receive them. However, we do not guarantee it.

## **Information Sharing**

Our company policy is not to share information you provide us with others. However, we may form partnerships to provide new or better services and may have to share this information with those partners. Our business partners must meet our privacy criteria before we will engage in their partnership.

## **Use of Agents**

We may use agents to assist us in delivering products or services to you. They may need your information to carry out their duties. They are only permitted to use it for the duties assigned and are not permitted use for any other purpose.

# More about our Privacy Policy

## **Service Transfer or Termination**

What happens if ESM is acquired by another company? In this case, your information is considered an asset that will be transferred to the new owners. If ESM terminates its services as they relate to you, then that information will be archived according to normal business practices.

## **Law Enforcement**

We will share any information requested by law enforcement agencies within the context of applicable laws and regulations.

We may also share information with contracted third parties to investigate fraud protection and credit risk reduction.

## **Email Communication**

We use email, just like phone, fax and overnight delivery, as a service to ensure customer satisfaction with our products and services. From time to time, we may notify you by email or snail mail about new or improved services.

There are several features of our web services that will automatically alert you by email to different circumstances, such as when an individual passes or fails a training module test. Of course, these automatic communication features are there to improve our customer-service provider relationship.

## **With Your Consent**

Other than as described above, you will receive notice when information about you might go to third parties, and you will have an opportunity to choose not to share the information.

## **Policy Changes**

We reserve the right to make changes to this policy from time to time.

July 2002

ESMillennium, LC. was founded in 1997 as a partnership of training, consulting, and media professionals devoted to providing services to businesses nationwide.

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CELEBRATING 5 YEARS  
1997-2002

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[www.esmillennium.com](http://www.esmillennium.com) [www.trainthepainter.com](http://www.trainthepainter.com)