



# **Student Laboratory Rotation Onboarding Packet**

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## I. Student Onboarding Checklist

### CITI Training

- Human Subjects Research Basic Course
- Good Clinical Practice
- Health Information Privacy and Security (HIPS)
- Working with the IACUC
- Biosafety and Biosecurity Basic Course
- Biomedical Responsible Conduct of Research Course
- Conflicts of Interest
- Working with Genetically Modified Mice in Research Settings
- Working with Mice in Research Settings

### EHS Training

- Laboratory Hazard Awareness
- Hazard Communication (HAZCOM)
- Fire Safety (online or instructor-led)
- Environmental Awareness PT 1 & PT 2
- Small Spills and Leaks
- EPA: Hazardous Waste Awareness & Handling
- Personal Protective Equipment (Lab)
- Safe Use of Fume Hoods
- Safe Use of Emergency Eyewash & Shower
- Chemical Handling Safety – Basic Principles
- Blood-borne Pathogens
- Safe Management of Biohazardous Waste
- Safe Use of Biosafety Cabinets
- Animal Care Safety

### Occupational Health & Safety

- Initial Risk Assessment Form
- Medical Evaluation Questionnaire
- Clearance Form and Work Authorization Letter

**\*\*\*Please send an electronic copy of all the items listed in this checklist to Odalys De La Rosa (odelaros@fiu.edu) and the laboratory manager.**

**\*\*\*Lynnette will request swipe card access on your behalf.**

## II. Human Subject Research (IRB) Training Requirements

### Educational Requirements

Federal Regulations require that key personnel in studies involving human subjects undergo training to improve research subject safety. Key personnel are all individuals responsible for the design and conduct of the study. This includes the PI, Co-PI's, Supervisors and other personnel who will be interacting with the human subject or that will be handling data (even if they do not interact with the human subjects).

Important Notice: As of January 2, 2013, FIU will only accept human subject training through the Collaborative IRB Training Initiative Program (CITI). This new requirement applies to all new IRB protocol submissions and when adding project personnel onto an existing IRB-approved protocol. Investigators with active IRB protocols will need to ensure that all project personnel have satisfied this new IRB training requirement when submitting for their next IRB continuing review.

### Required CITI IRB Online Training for All Researchers (Initial Training)

Please follow the directions below to sign up for an account on the CITI website:

1. Go to <http://www.citiprogram.org>
2. As a "new" user, you will need to click "Register".
3. Select "Florida International University" from the Participating Institutions.
4. Complete the required registration fields and contact information and click submit.
5. You will need to select "Human Subjects Research" from the CITI Enrollment web page and click next.
6. Select the "Biomedical Human Research Investigators Course" or the "Social & Behavioral Human Research Investigators Course" and click submit.
7. A table will be displayed listing the course(s) you are enrolled in. You can begin the course by clicking on the course name.

You will have the opportunity to print a Training Certificate Completion Report upon completion of the training course and exam. Please save a copy of this report for your records. The FIU IRB Office does not issue certificates of CITI training completion.

Note: The FIU CITI IRB required is not required for external (non-FIU) researchers unless the external researcher will be covered under the FIU IRB approval via an Individual Investigator Agreement.

## **Required CITI IRB Online Training for All Researchers (Refresher Training)**

Training reports are valid for a period of three years and must be renewed at the end of that three-year period by taking a Refresher Course through the CITI website. Please follow the directions below to complete the refresher course:

1. Go to <http://www.citiprogram.org>
2. Log in with your existing username and password, which will take you to the main menu.
3. For FIU users, CITI will automatically add the “Refresher” course to your list of courses 90 days before your CITI Training expires. The refresher course should list a status of “Not started” or “Incomplete”. You can begin the course by clicking on the course name.
4. Begin your course by clicking on the red link “Incomplete Re-Enter”.

## **Additional CITI IRB Online Training (Required Depending on the Type of Study)**

### CITI Good Clinical Practice (GCP) Training:

All researchers that are engaged in conducting one or more of the following types of research studies are also required to complete online GCP training (in addition to the regular CITI IRB training):

1. An [NIH funded clinical trial](#) (one or more human subjects are prospectively assigned to one or more interventions, which may include placebo or other control, to evaluate the effects of those interventions on health related biomedical or behavioral outcomes); or
2. An FDA regulated clinical trial involving drugs, devices, or biologics.

GCP training can be completed through the [CITI Program website](#). GCP training reports are valid for a period of three years and must be renewed at the end of that three-year period.

### CITI Health Information Privacy and Security (HIPS) Training:

All researchers that are engaged in conducting research involving the use of Protected Health Information (PHI) are also required to complete the online CITI HIPS training (in addition to the regular CITI IRB training).

## **If you have Taken CITI Training at Another Institution**

Investigators that have completed the CITI IRB Training at another institution can link up their training records with FIU by completing the steps outlined below:

1. Go to <http://www.citiprogram.org>
2. Log in with your existing username and password, which will take you to the main menu.

3. You will need to click on the following link: “Click here to affiliate with another institution”.
4. Select Florida International University from the list of institutions.
5. Select your courses as applicable and then click submit.
6. A table will then be displayed listing the course(s) you are enrolled in. You can begin the course by clicking on the course name.
7. Complete any modules that were not previously completed at your prior institution, but are required by FIU (non-transferable).

### **Questions about CITI Online Training**

Please review the [CITI IRB Online Training FAQs](#) for additional information and answers to commonly asked questions about the CITI IRB Training requirements.

If you are having technical difficulties in signing up or in navigating the CITI Program website, please visit the [CITI Program Support](#) web page.

### III. Animal Research (IACUC) Training Requirements

According to federal guidelines each Institution is responsible for training its staff to meet the performance requirements cited in the PHS Policy. At a minimum, however, the policy requires institutions to ensure that individuals who use or provide care for animals are trained and qualified in the appropriate, species-specific housing methods, husbandry procedures, and handling techniques. The institution must ensure that research staff members performing experimental manipulation, including anesthesia and surgery, are qualified through training or experience to accomplish such procedures humanely and in a scientifically acceptable fashion. They must also provide training or instruction in research and testing methods that minimize the number of animals required to obtain valid results and minimize animal distress. Institutions must also ensure that professional staff whose work involves hazardous biological, chemical, or physical agents have training or experience to assess potential dangers and select and oversee the implementation of appropriate safeguards.

The FIU IACUC requires ALL persons participating in research and/or teaching involving animal subjects to receive training. Below you will find information and instructions on how to access the required training website. Please direct any questions regarding the IACUC training requirements to the following e-mail address: [iacuc@fiu.edu](mailto:iacuc@fiu.edu).

#### Animal Care and Use Training

FIU utilizes a customized online tutorial to provide certification for animal care and use. Below are the steps to register and access the training course:

1. Go to <http://www.citiprogram.org>
2. As a “new” user, you will need to click “Register Here” to register for the training course.
3. Select “Florida International University” from the Participating Institutions and click “submit”.
4. Create a unique username and password and click “submit”.
5. Enter your personal information (last name, first name, email) and then click “submit”.
6. Continue entering additional information (gender, degree, etc.). When asked which course you plan to take, please select: “Laboratory Animal Welfare.” When you have finished completing this page, please click “submit”.
7. You should now be able to access the training courses menu.
  - i. Investigators/Researchers will need to complete the “Working with the FIU IACUC – Lab Course” or the “Working with the FIU IACUC – Field Course” which would be more appropriate for Field Studies.
  - ii. IACUC Members will need to complete the “Essentials for FIU IACUC Members Course”
  - iii. IACUC Community Members will need to complete the IACUC Community Member Course

You will have the opportunity to print a Training Certificate upon completion of the training course and exam. A scanned copy of this certificate must be included in your IACUC submission. Please keep an original copy for your records.

### **Questions about CITI Online Training**

If you are having technical difficulties in signing up or in navigating the CITI Program website, please visit the [CITI Program Support](#) web page.

For additional training opportunities, please visit the [IACUC Training Opportunities](#) web page for further guidance.



## IV. Recombinant DNA (IBC) Training Requirements

The FIU IBC requires ALL persons participating in research involving recombinant DNA to receive training. Below you will find information and instructions on how to access the required training website.

### **Biosafety & Biosecurity Basic Course Training**

FIU utilizes a customized online tutorial to provide certification for animal care and use. Below are the steps to register and access the training course:

1. Go to <http://www.citiprogram.org>
2. As a “new” user, you will need to click “Register Here” to register for the training course.
3. Select “Florida International University” from the Participating Institutions and click “submit”.
4. Complete the required registration fields and contact information and click “submit”.
5. When asked which course you plan to take, please select: “Biosafety & Biosecurity Basic Course.” When you have finished completing this page, please click “submit”.
6. In the table titled My Courses, the selected course should appear. Begin your course by clicking on the red link Incomplete Re-Enter.

You will have the opportunity to print a Training Certificate upon completion of the training course and exam. A scanned copy of this certificate must be included in your IBC submission. Please keep an original copy for your records. This course will be good for three years.

### **Questions about CITI Online Training**

If you are having technical difficulties in signing up or in navigating the CITI Program website, please visit the [CITI Program Support](#) web page.

For additional training opportunities, please visit the [IBC Training Opportunities](#) web page for further guidance.

## V. Conflict of Interest Training Requirements

FIU utilizes the CITI (Collaborative Institutional Training Initiative) program for providing access to an online COI (Conflict of Interest) training course. The online training course covers the following four modules:

Modules:

- Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules
- Institutional Responsibilities as They Affect Investigators
- Institution-Specific Policies
- Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest

Below are the steps to register and access the course:

1. Go to <http://www.citiprogram.org>
2. As a “new” user, you will need to click “Register Here” to register for the training course
3. Select “Florida International University” from the Participating Institutions and click “submit”
4. Create a unique username and password and click “submit”
5. Enter your personal information (first name, last name, email) and click “submit”
6. Continue entering additional information (gender, degree, etc.) and click “submit”
7. When asked which course you plan to take, please select: “Conflicts of Interest” and then click “continue”

You should now be able to access the training courses menu.

## VI. Environmental Health and Safety (EHS) Training Requirements

### EHS Lab Training Matrix

All laboratories, regardless of the types of hazards, are required to complete the core training modules. All training must be completed PRIOR to starting any lab work and when a new hazard is introduced in the workspace. Renewal frequency is listed in the “Completion Frequency” column.

Lab Category	Required Training Courses	Course ID	Frequency
<b>Core Training Modules (completed by all labs)</b>	<ul style="list-style-type: none"> <li>- Laboratory Hazard Awareness</li> <li>- Hazard Communication (HAZCOM)</li> <li>- Fire Safety (online or instructor-led)</li> </ul>	FIUEHS606-OT FIUEHS024-OT FIUEHS401-OT /FIUEHS400-ILT	2 Years 2 Years 2 Years
<b>Labs working with Chemicals (including nanoparticles)</b>	<ul style="list-style-type: none"> <li>- All Core Training Courses (see above)</li> <li>- Environmental Awareness PT 1 &amp; PT 2</li> <li>- Small Spills and Leaks</li> <li>- EPA: Hazardous Waste Awareness &amp; Handling</li> <li>- Personal Protective Equipment (Lab)</li> <li>- Safe Use of Fume Hoods</li> <li>- Safe Use of Emergency Eyewash &amp; Shower</li> <li>- Chemical Handling Safety</li> <li>- Basic Principles</li> </ul>	<i>See above</i> FIUEHS200-OT FIUEHS209-OT FIUEHS201-OT FIUEHS609-OT FIUEHS611-OT FIUEHS612-OT FIUEHS600-OT	<i>See above</i> Annually Annually Annually 2 Years 2 Years 2 Years 2 Years
<b>Labs working with Chemicals AND Human Tissues, Cell Lines, Liquids or Infectious Agents</b>	<ul style="list-style-type: none"> <li>- All Core Training Courses (see above)</li> <li>- All Chemical Lab Courses (see above)</li> <li>- Blood-borne Pathogens</li> <li>- Safe Handling of Biomedical Waste</li> <li>- Safe Use of Biosafety Cabinets</li> </ul>	<i>See above</i> <i>See above</i> FIUEHS102-OT FIUEHS109-OT FIUEHS111-OT	<i>See above</i> <i>See above</i> Annually Annually 3 Years
<b>Labs working with Chemicals AND Research Animals</b>	<ul style="list-style-type: none"> <li>- All Core Training Courses (see above)</li> <li>- All Chemical Lab Courses (see above)</li> <li>- Animal Care Safety</li> </ul>	<i>See above</i> <i>See above</i> FIUEHS100-OT	<i>See above</i> <i>See above</i> 3 Years

**Please Note:** Additional training may be required if the work environment, equipment, or materials used warrant special training. Examples include:

- Compressed Gas Safety Awareness – FIUEHS502-OT (2 years)
- Disposable Respirators – FIUEHS504-OT (Annually)
- Biological & Chemical Threats: Closing the Door – FIUEHS101-OT (Annually)
- Needle-stick Prevention – FIUEHS107-OT (Annually)

Visit <https://ehs.fiu.edu/training/index.html> for information on completing online training and registering for instructor-led training.

- Online safety courses can be completed wherever and whenever is most convenient for you. Online courses are conducted through Moodle and at the end of each course, you'll receive a completion certificate. Here are some of benefits of taking online courses:
- Be fully informed of safety guidelines and procedures.
- Meet applicable regulatory requirements.
- Complete modules in one sitting or over time.
- Watch streaming videos and interactive questions intended to enhance your retention and maintain your interest.

## Registration

1. Visit [FIU Moodle](#)
2. On the Moodle home page click 'Log in' at the top right corner.
3. Log in using your FIU MyAccounts username and password.
  - a. If you are a student employee, use your employee login information, not your student information. Speak with your supervisor if you're not sure which login to use.
  - b. If you are a volunteer and do not have log in credentials, please contact [ets@fiu.edu](mailto:ets@fiu.edu) for a temporary username and password.
4. If you log in and it asks you to update your profile, please do so at that time. If you are unable to update it yourself, please contact [ets@fiu.edu](mailto:ets@fiu.edu) and they will update your profile. Please include your username in the email.
5. Once you have logged in, click 'Courses' at the top right corner.
6. Scroll down the list to find courses from 'Environmental Health and Safety.'
7. Search for a specific course using the search bar at the top of the list or browse the list using the page numbers.
8. Click on the name of the course you need and then click 'Enroll Me' on the next page.
9. After enrolling, complete all course sections, including accessing materials and completing quizzes.

If you require any assistance with the online training program, please do not hesitate to contact our Safety Training Program Manager at (305) 348-1421 or by email at [ehstrain@fiu.edu](mailto:ehstrain@fiu.edu).

## **Printing Completion Certificate**

Once you have successfully completed all sections, including passing the quiz, you will be allowed to download and print your certificate.

Click on the course certificate section.

1. Prior to clicking 'Get your certificate', you will need to turn off your browser's pop-up blocker, because your certificate opens in a new window.
2. Download and save an electronic copy of your certificate somewhere easily accessible. Additionally, a physical copy must be available if you are working in a laboratory; therefore, provide a copy to laboratory manager to have on file.
3. If you have additional trainings to complete, go back to the home page and repeat this process.

## VII. Occupational Health and Safety Program (OHSP)

The Medical Surveillance and Occupational Health & Safety Program (OHSP) is intended to ensure that employees and students are afforded the opportunity to identify potentially hazardous exposures, practices and procedures which could compromise their health.

The OHSP is in full compliance with federal regulations and the National Institute of Occupational Safety and Health (NIOSH) and Occupational Safety and Health Administration (OSHA) recommendations.

This is required for FIU faculty, staff and visitors whose work includes:

- Hazardous biological, chemical and physical agents
- Laboratory animals
- Bloodborne pathogens
- Infectious agents
- Formaldehyde
- Xylene
- Class 3b or 4a lasers
- Respirator use

### Receiving OHSP Clearance

#### Enrollment

Prior to starting work, personnel and visitors hired in identified positions will complete a risk assessment to determine the level of exposure. Submit the form below to OSHP ([ohsp@fiu.edu](mailto:ohsp@fiu.edu)) for review and processing.

- [Initial Risk Assessment](#)

Once the risk assessment form is reviewed by EH&S, the employee will receive an email notification from EH&S stating whether further evaluation is required. If further evaluation is required, the employee will receive additional paperwork and instructions.

Review and processing of risk assessment forms, and distribution of work authorization is conducted on Mondays and Fridays. If you have not received a response, please contact the Laboratory Safety Office at 305-348-3387.

#### Medical Evaluation

The medical evaluation is conducted by an off-site medical provider and may consist of a medical/occupational history review, a physical examination and any necessary blood testing and/or immunizations. If an evaluation is required, the employee will follow these steps:

1. Obtain the authorization letter, paperwork, and additional instructions from EH&S.
2. Complete the medical questionnaire.
3. Complete the evaluation with medical provider.

With the current FIU medical provider, no appointment is required. The employee can report to the designated locations during the scheduled office hours. EH&S suggests calling ahead to determine the wait time, and adjust your visit accordingly.

- [Occupational Medical Specialists Locations and Hours](#)

The employee should bring their FIU ID, authorization letter, risk assessment form, and medical questionnaire to the evaluation.

### **Clearance**

Once EH&S receives notification from the medical provider (within 2-3 days of the medical evaluation), an email will be sent from EH&S to the employee with a copy of the clearance form and work authorization letter. The employee must provide a copy of the work authorization letter to their supervisor. If the employee was cleared for respirator use, the supervisor must contact EH&S at 305-348-2621 to schedule the fit testing.

### **Periodic Monitoring**

Periodic follow-ups may be necessary to assess ongoing risks and fitness for duty. All employees registered in the OHSP will be required to complete the annual status form. Additional evaluations may be required by a medical provider depending upon the employee's responses. Submit the form below to OSHP ([ohsp@fiu.edu](mailto:ohsp@fiu.edu)) for review and processing.

- [Annual Health Status](#)

If no additional medical evaluations are needed, the employee will receive a clearance letter that is **valid for one year**. For questions or more information, contact the FIU Laboratory Safety Office.