

New Researcher Packet

This document is intended to provide a resource for new researchers working with biohazards to efficiently complete the requisite training and assurances. Note that this list is not inclusive of any Employee Services and Risk Management related trainings. Please contact respective departments for questions regarding those programs. If at any time you have any questions regarding the process, form content/completion, or technical questions pertaining to the training, please contact ibc@tarleton.edu.

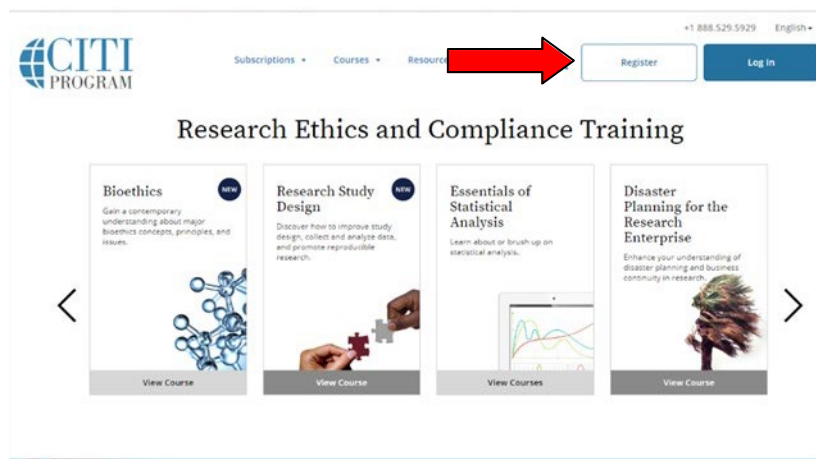
Checklist

Please complete the following steps prior to any contact with biohazards.

- 1. “Occupational Health and Safety Annual Enrollment”**
 - Online at https://tarleton.az1.qualtrics.com/jfe/form/SV_5oqwT4tBLWzgKOx
 - Description: Form relays information regarding species specific risks, and also provides medical surveillance if desired.
 - Valid for 1 year from the date of completion
- 2. CITI training is required prior to any potentially biohazardous exposures.**
 - “Intro to Biosafety” and “Responsible Conduct of Research” are the required courses
 - Valid for 3 years from the date of completion.
- 3. Traintraq “Blood Borne Pathogen Training”**
 - Valid for 1 year from the date of completion.
- 4. Traintraq “Biosafety Level 2 Training – Biosafety”**
 - Valid for 3 years from the date of completion.

CITI Training Access

1. Go to: www.citiprogram.org
2. Click on the register button on the right side of the page. If already registered, go directly to log in.



3. Enter Tarleton in the search box, select it from the drop down list, agree to terms of service, and click “Continue to Step 2”

CITI Program - Collaborative Institutional Institutional

https://www.citiprogram.org/index.cfm?pageID=154&cat=0&acc=0®ion=1&message=0

Apps Banner Blackboard Help Desk myGateway Password Reset Technology Home Page Enterprise Software

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

Tarleton State University

Tarleton State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Tarleton State University.

Continue To Create Your CITI Program Username/Password

OR

11:01 AM 12/5/2018

4. Enter personal information and click “Continue to Step 3”

myGateway Password Reset Technology Home Page Enterprise Software

English

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Tarleton State University

Steps: 1 2 3 4 5 6 7

Personal Information

* Indicates a required field.

* First Name * Last Name

* Email Address * Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one, if you forget your username or password, you can recover that information using either email address.

Secondary email address Verify secondary email address

Continue To Step 3

5. Create username, password, and security question. Proceed to “Step 4”.

CITI - Learner Registration - Tarleton State University

Steps: 1 2 3 4 5 6 7

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue To Step 4

Taskbar icons: File Explorer, Edge, Mail, Chrome, Teams, Word

6. Enter country of residence and continue.

CITI PROGRAM

English

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Tarleton State University

Steps: 1 2 3 4 5 6 7

* Indicates a required field.

* Country of Residence

Search for country; Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

Continue To Step 5

Need Help? Support Center

7. Select “No” when prompted for CE credits, make a selection for or against surveys from Citi, and then continue.

n?pageID=157&ucat=3&ac=1

* Indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☐ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grad book page.

☐ No

If you picked “YES”, please check below the one type of credit you would like to earn

☐ MDs, DOs, PAs - AMA PRA Category 1 Credits TM

☐ Psychologists - APA Credits

☐ Nurses - ANCC CNE

☐ Other Participants - Certificates of Participation

☐ Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?**

☐ Yes

☐ No

☐ Not sure, Ask me later

[Continue to Step 6](#)

8. Complete institutional information and continue. Please note that not all fields are required.

m.org/index.cfm?pageID=158&ucat=3&ac=1

Please provide the following information requested by Tarleton State University

* Indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

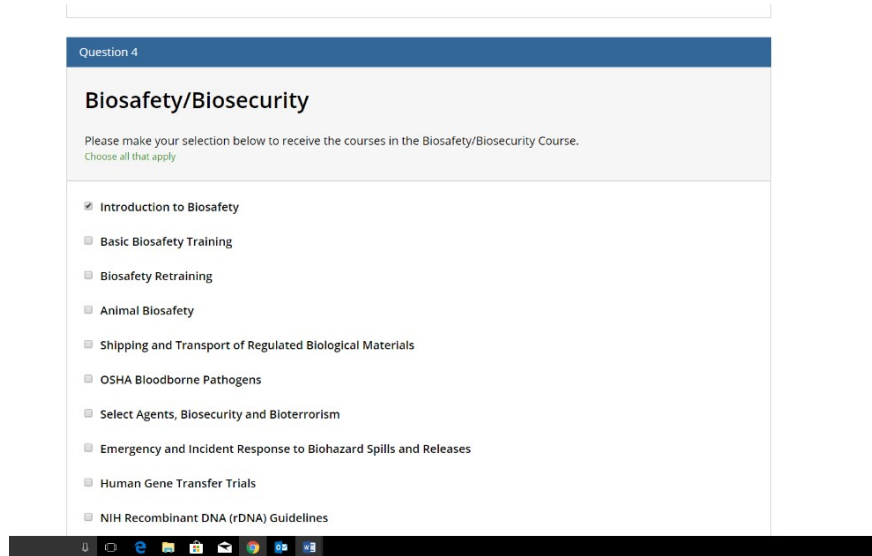
Zip/Postal Code

Country

Phone

9. **SELECT “Introduction to Biosafety” and “Responsible Conduct of Research”.** No other trainings are required unless

expressly notified by the Research Compliance Coordinator. Click submit to proceed.

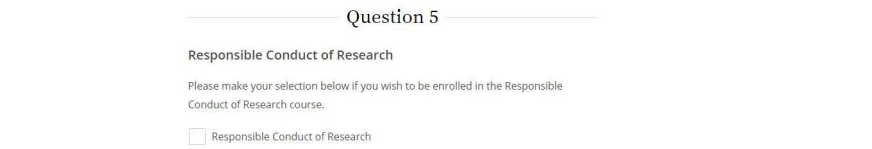


Question 4

Biosafety/Biosecurity

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.
Choose all that apply

- ☒ Introduction to Biosafety
- ☐ Basic Biosafety Training
- ☐ Biosafety Retraining
- ☐ Animal Biosafety
- ☐ Shipping and Transport of Regulated Biological Materials
- ☐ OSHA Bloodborne Pathogens
- ☐ Select Agents, Biosecurity and Bioterrorism
- ☐ Emergency and Incident Response to Biohazard Spills and Releases
- ☐ Human Gene Transfer Trials
- ☐ NIH Recombinant DNA (rDNA) Guidelines

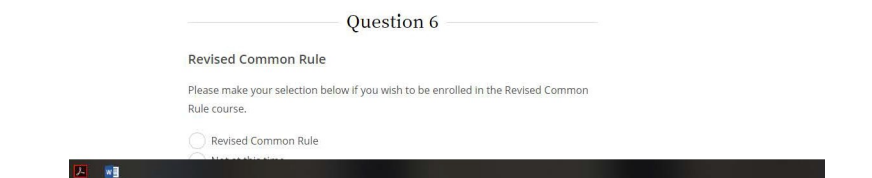


Question 5

Responsible Conduct of Research

Please make your selection below if you wish to be enrolled in the Responsible Conduct of Research course.

- ☒ Responsible Conduct of Research



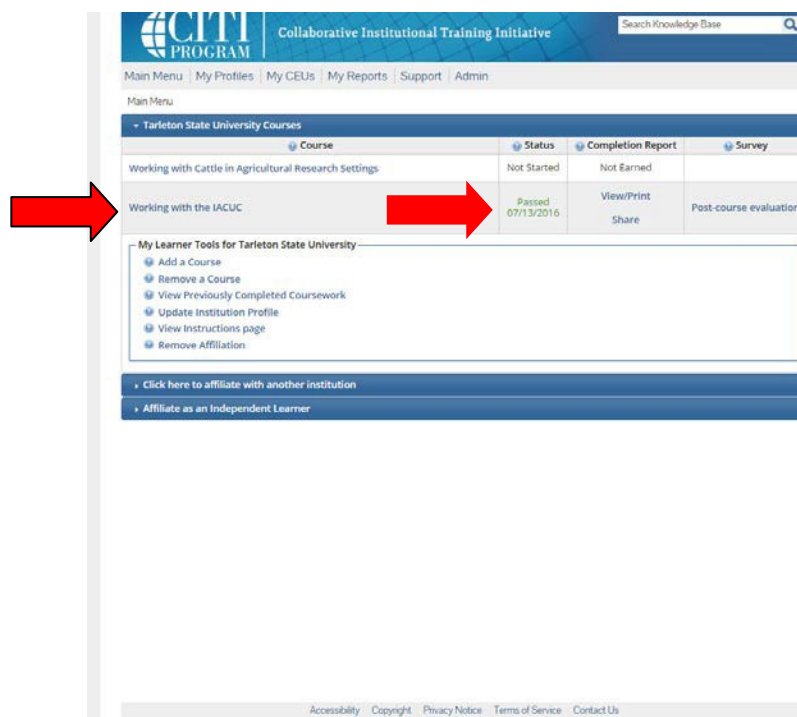
Question 6

Revised Common Rule

Please make your selection below if you wish to be enrolled in the Revised Common Rule course.

- ☒ Revised Common Rule

10. Click on a training to start the course. Select first module, and go down the list till course is complete. Once a course is complete it will show as “Passed”. Complete all applicable courses.



CITI PROGRAM Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

Course	Status	Completion Report	Survey
Working with Cattle in Agricultural Research Settings	Not Started	Not Earned	
Working with the IACUC	Passed 07/13/2016	View/Print Share	Post-course evaluation

My Learner Tools for Tarleton State University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click here to affiliate with another institution

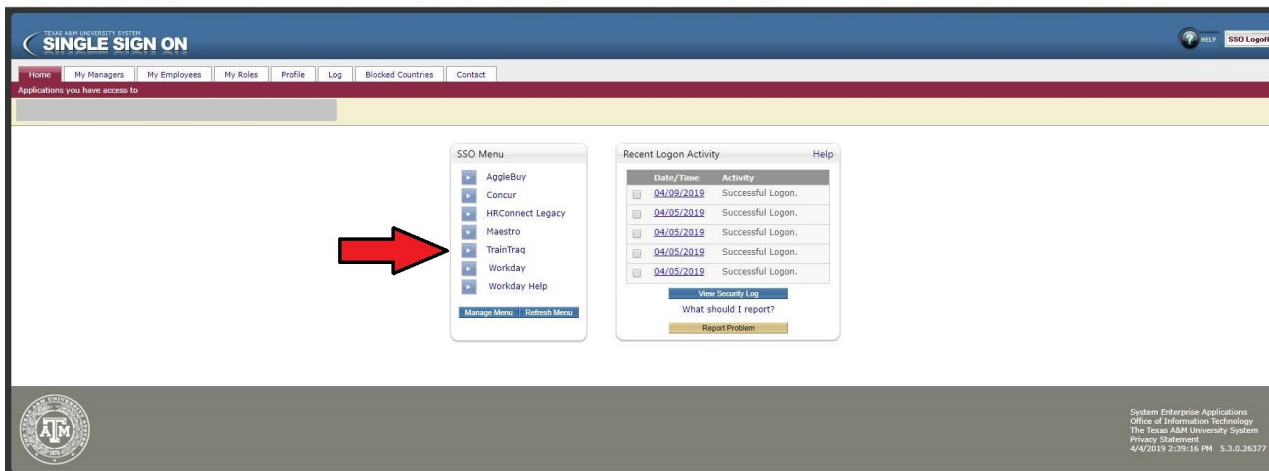
Affiliate as an Independent Learner

Accessibility Copyright Privacy Notice Terms of Service Contact Us

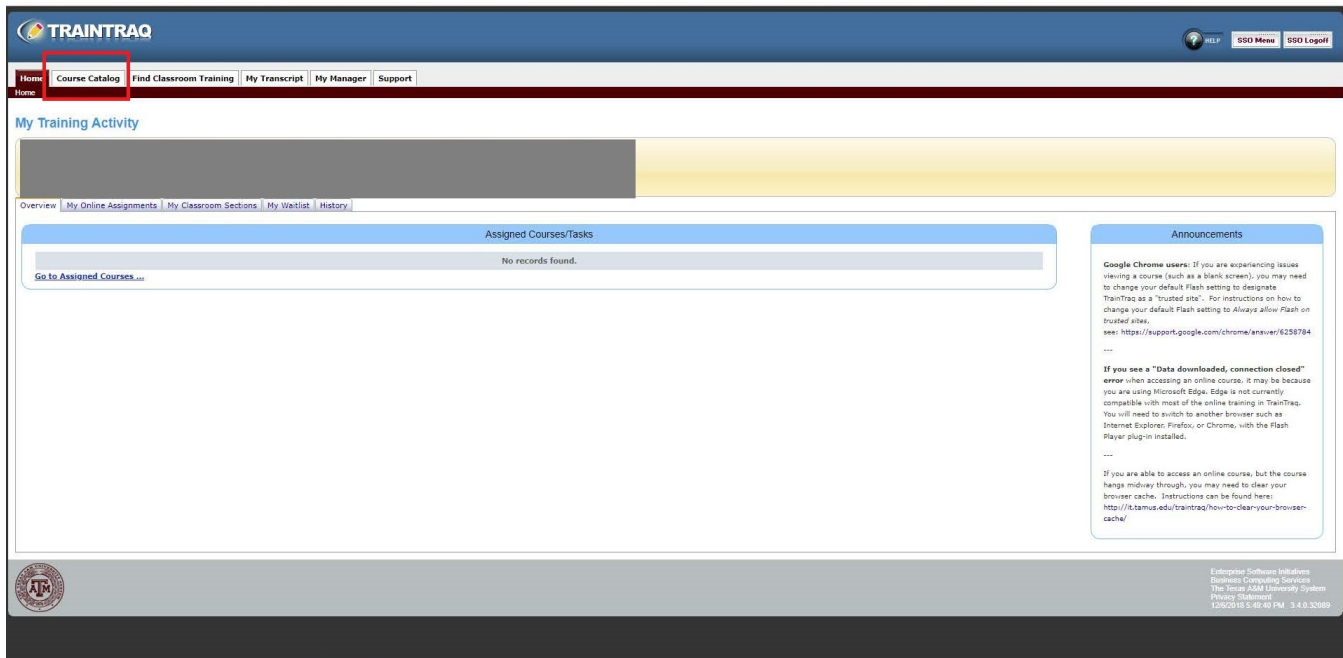
If University Employee
Follow the below
instructions (if non-employee
see page 8):

Accessing Traintraq Courses through TAMUS Single Sign On

1. Log in to the Single Sign on System
2. Select TrainTraq from the SSO menu



3. Select Course Catalog tab



4. Search for Biosafety as the course name

5. Select Course 2111525: Bloodborne Pathogens Online Training – System Version and Course 211486: Biosafety Level 2 Training – Biosafety.

Course Search

Course Name: blood borne pathogen

Category: -- All --

TAMUS Member (Univ/Agency): -- All --

Course Tag: --All--

Course Type: --All--

Search Reset

Name	TAMUS Member / NodeAdloc	CEU	CPE	Type
211409 : Bloodborne Pathogen Training (BBP) - BOHP Research Compliance - Biosafety BIOHAZARD COMPLIANCE & BIOSAFETY: BOHP (BOOP) Bloodborne Pathogen Training is required for employees who have been assessed as having a responsibility...	M - Texas A&M University	0.00	0.00	Online
2111525 : Bloodborne Pathogens Online Training - System Version A&M SYSTEM TRAINING: A&M System employees are required to complete bloodborne pathogens training before initial assignment to tasks where o...	S - Texas A&M System Offices	0.00	0.00	Online
2113515 : TFS Bloodborne Pathogen (BBP) Exposure Control Plan This course fulfills the annual training requirement on the TFS Bloodborne Pathogen Exposure Control Plan for category I and II employees, as outl...	F - Texas A&M Forest Service	0.00	0.00	Online
2113918 : OSHA Bloodborne Pathogens To create and maintain an environment that promotes integrity in research and scholarship, all researchers associated with the A&M Commerce, in ...	R - Texas A&M University - Commerce	0.00	0.00	Online

Course Search

Course Name: biosafety

Category: -- All --

TAMUS Member (Univ/Agency): -- All --

Course Tag: --All--

Course Type: --All--

Search Reset

Name	TAMUS Member / NodeAdloc	CEU	CPE	Type
211486 : Biosafety Level 2 Training - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: Covers work practices, safety equipment & facility requirements used to work safely at Biosafety Levels 1...	M - Texas A&M University 02150001 - Vice Pres for Research	0.00	0.00	Online
211487 : Biosafety Level 3 Annual Classroom Training - Biosafety Research Compliance - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: Covers work practices, safety equipment & facility requirements used to work safely at Biosafety Levels 1...	M - Texas A&M University 02150001 - Vice Pres for Research	0.00	0.00	In Classroom
2111386 : Handling Laboratory Animals at Biosafety Level 2 - ABSL2 - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: This course is offered as part of the University's Biosafety Program and is intended to provide educatio...	M - Texas A&M University 02150001 - Vice Pres for Research	0.00	0.00	Online
2111405 : Handling Laboratory Animals at Biosafety Level 1 - ABSL1 - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: This course is offered as part of the University's Biosafety Program and is intended to provide educatio...	M - Texas A&M University 02150001 - Vice Pres for Research	0.00	0.00	Online
2111406 : Handling Laboratory Animals at Biosafety Level 3 - ABSL3 - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: This course is offered as part of the University's Biosafety Program and is intended to provide educatio...	M - Texas A&M University 02150001 - Vice Pres for Research	0.00	0.00	Online
2111768 : Biosafety Level 2 Initial Classroom Training - Biosafety Research Compliance - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: Covers work practices, safety equipment & facility requirements used to work safely at Biosafety Levels 1...	M - Texas A&M University 02150001 - Vice Pres for Research	0.00	0.00	In Classroom
2112788 : Biosafety Level 1 Training - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: Covers work practices, safety equipment, & facility requirements used to work safely at Biosafety Level 1...	M - Texas A&M University	0.00	0.00	Online
211485 : NIH Guidelines for Principal Investigators - Biosafety RESEARCH COMPLIANCE & BIOSAFETY: NIH Guidelines and University Rule for Use of Biohazards Training for Principal Investigators...	M - Texas A&M University 02150001 - Vice Pres for Research	0.00	0.00	Online

6: Start Course

Accessing Traintraq for non-university employees:

1: Use the following link:

<https://apps7.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx>

2: Contact the Research Compliance coordinator for the password to access using one of the below contact methods.

ibc@tarleton.edu

dperkins@tarleton.edu

254-968-1647

3: Once logged in scroll until you find Bloodborne Pathogen Training – System Version and Biosafety Level 2 Training – Biosafety in the course list.

Start	11013	Payment Card Industry Data Security Standard (PCIDSS)	0.10	0.00
Start	11015	Retention of State Records	0.10	0.00
Start	11016	FEMA IS-100 C - Introduction to the Incident Command System	0.30	0.00
Start	11017	FEMA IS-200 C - Basic Incident Command System for Initial Response	0.30	0.00
Start	11018	FEMA IS-700 B - National Incident Management System (NIMS), An Introduction	0.30	0.00
Start	11019	FEMA IS-800 C - National Response Framework, An Introduction	0.30	0.00
Start	11020	Hazard Communication	0.10	0.00
Start	11021	Disbursement of Funds	0.10	0.00
Start	211138	On-line Hazard Communication Training - EHS	0.00	0.00
Start	211228	Working Safely with Cryogenics - EHS	0.00	0.00
Start	211485	NIH Guidelines for Principal Investigators - Biosafety	0.00	0.00
Start	211486	Biosafety Level 2 Training - Biosafety	0.00	0.00
Start	711028	AgrLife Guidelines for the Disbursement of Funds (Extension)	0.00	0.00
Start	1211008	Safety for Office & General Work Areas	0.00	0.00
Start	1211009	Motor Vehicle Operations Program	0.00	0.00
Start	1211010	Travel Safety Tips	0.00	0.00
Start	1211011	Research Lab, Shop and Chemical Safety	0.00	0.00
Start	1211012	Safety for Work in the Public Right-of-Way	0.00	0.00

Start	2111465	Cash Handling - TAMUCC	0.00	0.00
Start	2111485	AgrLife Payment Card Training - Extension	0.00	0.00
Start	2111497	Researchers Who Work with Pregnant Sheep Inside Facilities - Biosafety	0.00	0.00
Start	2111512	Lab Safety: Safety Showers and Eye Washes in the Laboratory - HSC	0.00	0.00
Start	2111513	Lab Safety: Planning for Laboratory Emergencies - HSC	0.00	0.00
Start	2111518	Orientation to Lab Safety - HSC	0.00	0.00
Start	2111520	Coaches/Staff Athletic Compliance Educational Program - TAMUCC	0.00	0.00
Start	2111525	Bloodborne Pathogens Online Training - System Version	0.00	0.00
Start	2111531	Effective Use of Class II Biological Safety Cabinets - Biosafety	0.00	0.00
Start	2111541	Vet Imaging Annex Safety Awareness Training - VMTH	0.00	0.00
Start	2111542	Vet Imaging Annex Safety Awareness Training - Spanish Version (VMTH)	0.00	0.00
Start	2111553	Worker Protection Standard (WPS) for Pesticide Handlers and Workers	0.00	0.00
Start	2111564	HIPAA Privacy and Security for Business Associates	0.00	0.00
Start	2111566	HIPAA Privacy and Security for Nutrition, Environmental Services and Volunteer Staff	0.00	0.00
Start	2111567	HIPAA Privacy and Security for Executive, Administrative and Corporate Staff	0.00	0.00
Start	2111568	HIPAA Privacy and Security for Billers, Coders and HIM Staff	0.00	0.00
Start	2111569	HIPAA Privacy and Security for the Registration and Front Office Staff	0.00	0.00
Start	2111571	Refresher Course: HIPAA Privacy and Security for Nurses and Clinical Staff	0.00	0.00

4: Complete the training(s), be sure to enter a functional email address.

5: After completion you will be emailed a link to access your training completion certificate. Save this document as a PDF for your records.