

SAFETY TRAINING INFORMATION

CLEANROOM RESEARCH AND PROTOTYPING FACILITY

External User (non-KSU personnel or student)

For cleanroom training, here is the link to register as a guest user. <https://www.kent.edu/amlci/crpf-user-access>

The guest user ID will be used for registration to the virtual Cleanroom training in Canvas platform (kent.instructure.com).

Prior to registration to the Cleanroom Research and Prototyping Facility training in Canvas, laboratory safety trainings must be completed. These are required for all laboratory workers in the Cleanroom (Principal Investigators, staff, faculty, students, visiting scholars and visiting company users, etc) and they can be found in

Flashtrain (<https://flashtrain.kent.edu>)

and

CITI Program - Collaborative Institutional Training Initiative
(<https://www.citiprogram.org/index.cfm?pageID=14®ion=1>)

A Kent guest user ID is required to access the sites.
Here is the list of the required safety trainings from Flashtrain:

1. **Lab Safety: Fume Hoods** (41) *Complete this first then you will be automatically enrolled in the additional required courses.*
2. **Lab Safety: GHS-SDS Training** (16)
3. **Lab Safety: Hazardous Waste Guide** (95)
4. **Lab Safety: Flammable and Combustible Liquids** (37)
5. **Lab Safety: Moving Chemicals** (87)
6. **Lab Safety: Spill Control** (103)

The **General Laboratory Safety** training can be completed in the CITI Program
<https://www.citiprogram.org/index.cfm?pageID=14®ion=1>

Contact Persons:

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Instructions

CITI Program

Step 1

Click Collaborative Institutional Training Initiative link

<https://www.citiprogram.org/index.cfm?pageID=14®ion=1> and use the “LOG IN THROUGH MY INSTITUTION LINK” tab. Select **Kent State University** from the list of organizations. After selecting Kent State University, you will be taken to the university page to enter your Flashline Credentials.



English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

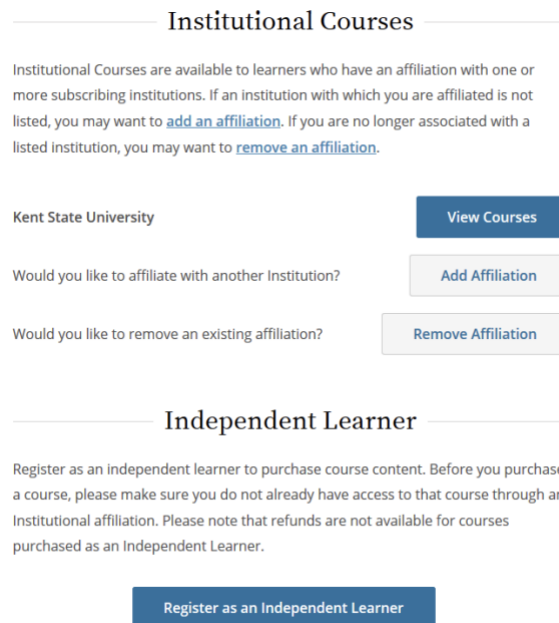
Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

Step 2

From the Institutional Course Header select “**View Courses**”.



Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Kent State University [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

[Register as an Independent Learner](#)

Step 3

From the Learner Tools for Kent State University Header select “**Add a Course**”.

Learner Tools for Kent State University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Step 4

Select the CITI Course(s) that you want to complete and select “**Next**”. You will taken to the active course list. From the Active Course, select “**Start Now**” _to begin the course module.

This question is required. Choose all that apply.

- ☐ **HUMAN SUBJECTS**
This training is required by the Kent State University IRB (Institutional Review Board) for personnel involved in projects with Human Subjects and/or for IRB, Ethics Committee Members
- ☐ **RESPONSIBLE CONDUCT OF RESEARCH**
This training is required by the National Science Foundation for all Post-doctoral Fellows, Graduate Assistants and Undergraduates supported on NSF-funded research.
- ☐ **FINANCIAL CONFLICTS OF INTEREST**
This training is required for individuals involved in PHS-funded research.
- ☐ **BOTH Human Subjects and Responsible Conduct of Research Courses***
*Please note: Select this option only if you have been instructed to complete coursework in both Human Subjects and Responsible Conduct of Research categories.
- ☐ **LAB ANIMAL RESEARCH**
- ☐ **BIOSAFETY/BIOSECURITY**
Online CITI training is required for ALL KSU researchers using biohazardous agents, rDNA, nanoparticles and materials of human origins. This includes: • Principal investigators and co-investigators • Students conducting research in a laboratory • Visiting scholars • Anyone working in a research laboratory that uses a biohazardous agent.
- ☐ **GOOD CLINICAL PRACTICE**
- ☐ **INFORMATION PRIVACY SECURITY**
- ☐ **EXPORT COMPLIANCE**
- ☒ **LABORATORY CHEMICAL SAFETY**


Start Over

Next

Flashtrain

Step 1

Log in to Flashtrain with Flashline guest user ID and Password using this link
<http://flashtrain.kent.edu/Public/Login>



Please log into the FlashTrain Testing / Training / Tracking system

Username:

Example: jsmith


Password:

Please use your network password

If you are an affiliate or temporary user and have been assigned an ID in the form of "T####", please [click here](#) to log in.

Step 2

Select the Test/Training Menu. From the Test / Training drop down menu choose "SELECT TEST".


FlashTrain Testing / Training / Tracking

LaKetta Y Wilson

Helpful Links

[Class Scheduling Training](#)

[Testing in Flashtrain](#)

[Getting Started with Flashtrain](#)

Scheduled Classes

Date	Class
06/02/16	Fall Protection
06/02/16	Personal Fall Arrest Protection
06/03/16	Personal Fall Arrest systems

Questions? [Contact:](#)

TESTING/TRAINING
LOOK-UP
HELP

COMPLIANCE
DEFINITIONS
LOG OFF

PRINTED TESTS
AUDITING

WELCOME LAKETTA Y WILSON!

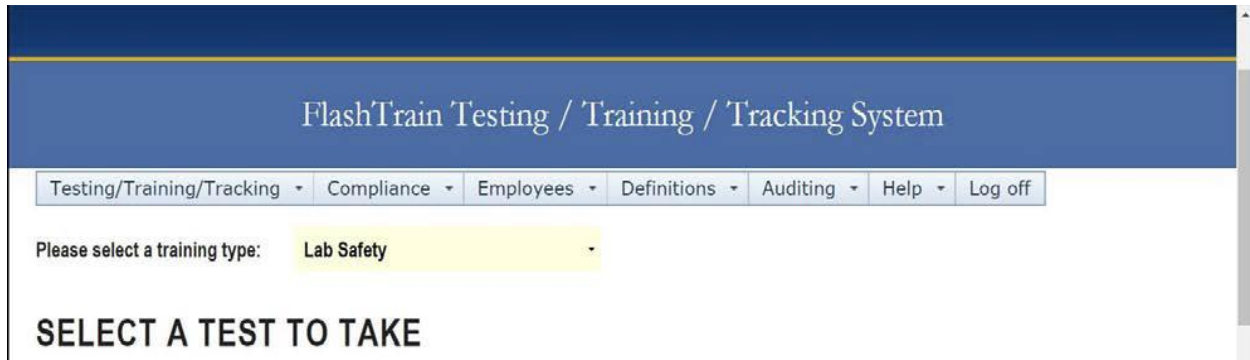
Your Incomplete Tests -- Click link to take test:

Test ID	Test #	Description	Generated
13689	65	IACUC Test	02/23/2016
14324	82	Lab Safety: Biosafety Cabinets	03/29/2016
14991	41	Lab Safety: Fume Hoods	05/10/2016
15155	30	2014 Electrical Safety Program	05/19/2016

Upcoming Requirements:
Some requirements can be met by taking online training and a test. Others can be met by taking a class. If you only need a few segments of a test in order to be compliant, a partial retake may be available. Click on the appropriate item to take a full test, a partial retake or to check the class schedule.

Step 3

Change the training type to "Lab Safety" to access the lab modules.



FlashTrain Testing / Training / Tracking System

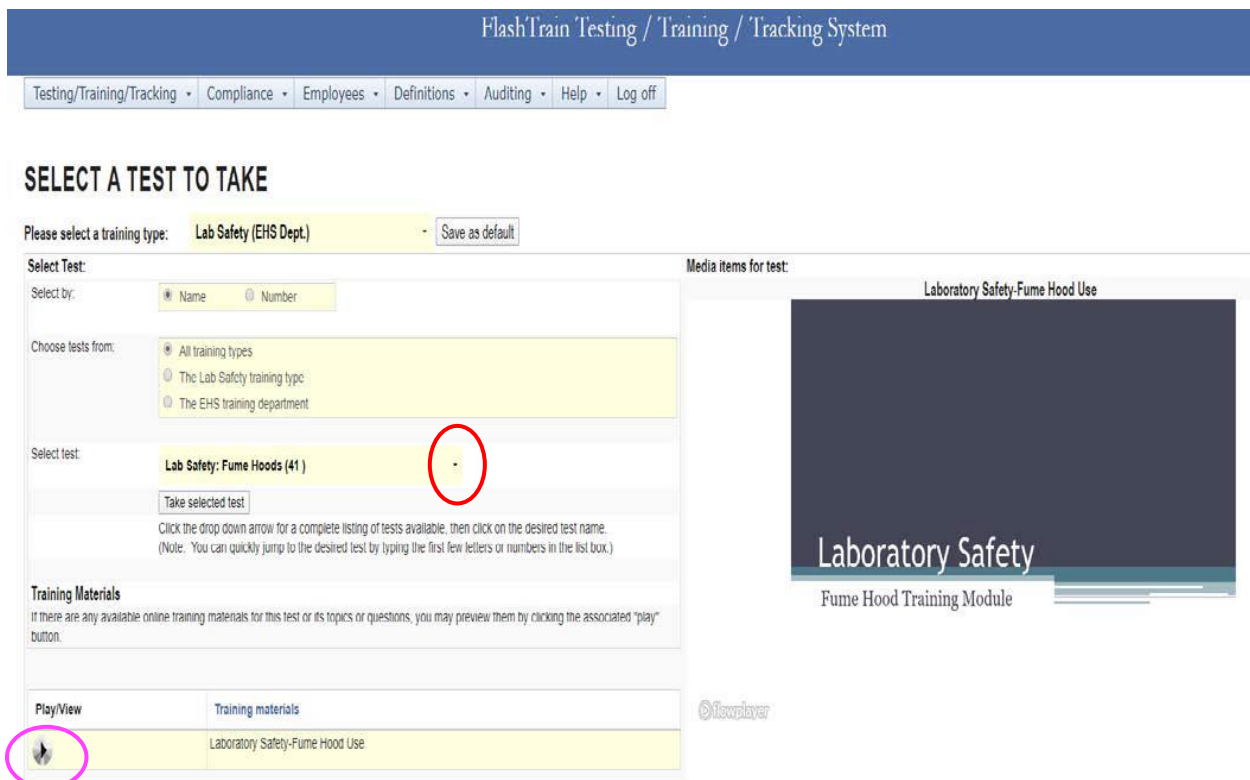
Testing/Training/Tracking ▾ Compliance ▾ Employees ▾ Definitions ▾ Auditing ▾ Help ▾ Log off

Please select a training type: Lab Safety ▾

SELECT A TEST TO TAKE

Step 4

Then select the course from the **drop down menu using the down arrow** (circled in **red**). Once the course has been selected use the link (circled in **magenta**) below to view information or presentation in another window. Once the course is completed, go back and take selected test.



FlashTrain Testing / Training / Tracking System

Testing/Training/Tracking ▾ Compliance ▾ Employees ▾ Definitions ▾ Auditing ▾ Help ▾ Log off

SELECT A TEST TO TAKE

Please select a training type: Lab Safety (EHS Dept.) ▾ Save as default

Select Test:

Select by: * Name @ Number

Choose tests from:

- All training types
- The Lab Safety training type
- The EHS training department

Select test:


Lab Safety: Fume Hoods (41) ▾

Take selected test

Click the drop down arrow for a complete listing of tests available, then click on the desired test name.
(Note: You can quickly jump to the desired test by typing the first few letters or numbers in the list box.)

Training Materials

If there are any available online training materials for this test or its topics or questions, you may preview them by clicking the associated "play" button.

Play/View	Training materials
	Laboratory Safety-Fume Hood Use

Media items for test:

Laboratory Safety-Fume Hood Use

Laboratory Safety
Fume Hood Training Module

Flashplayer

Step 5

Once the test is completed, go to “Testing /Training” on the home page and select “Past Results” to print certificates for courses passed with an acceptable score.

TESTING/TRAINING		COMPLIANCE	PRINTED TESTS
HOME/STATUS		DEFINITIONS	AUDITING
CLASS CALENDAR		LOG OFF	
SELECT TEST			
PAST RESULTS			
CLASSES			
HELP			
LOG OFF			

BY:

ID	#	Description	Date Taken	Pass/Fail	
15478	102	Rotary Evaporator Safety	June 07, 2016	Passed	Print Certificate
15479	102	Rotary Evaporator Safety	June 07, 2016	Passed	Print Certificate
15242	95	Lab Safety: Hazardous Waste Guide	May 26, 2016	Passed	Print Certificate
15031	98	Lab Safety: Chemical Safety Introduction	May 12, 2016	Passed	Print Certificate
14988	41	Lab Safety: Fume Hoods	May 10, 2016	Failed	
14989	41	Lab Safety: Fume Hoods	May 10, 2016	Passed	Print Certificate
14988	41	Lab Safety: Fume Hoods	May 10, 2016	Failed	