



Environmental Health and Safety Lab Training Requirements

The **Laboratory Safety Training** that is **required** for all laboratory workers (Principal Investigators, staff, faculty, students and visiting scholars etc.) is now located online in:

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

and

[Flashtrain](http://flashttrain.kent.edu/Public/Login) (<http://flashttrain.kent.edu/Public/Login>)

All training is required to be retaken every 3 years

***All training certificates must be given to the Principal Investigator or designated worker to keep on file in a hard copy version or electronically*.**

Biology Discipline

For the **Biology** department (this includes Pre-medicine, Bioengineering or any other biologically related discipline) you must complete the following courses.

Collaborative Institutional Training Initiative (CITI)

To access these courses, you will login through the university single sign on using your Flashline ID and password (detailed instructions are on the following pages).

1. Basic Biosafety Training

✓ **Biosafety Retraining Is Taken As The Refresher Training**

2. Lab Chemical Safety

Flashtrain

To access these courses, you will need to log in with your Flashline ID and password (detailed instructions are on the following pages).

✓ Once you complete the **Lab Safety: Fume Hoods (41) module** you will automatically be enrolled in seven additional required courses which are:

1. **Lab Safety: Fume Hoods (41)**
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: Autoclaves (77)**
6. **Lab Safety: Centrifuges (79)**
7. **Lab Safety: Moving Chemicals (87)**
8. **Lab Safety: Spill Control (103)**

Chemistry and Other Disciplines

For the [Chemistry](#) and all other departments (this includes Liquid Crystal, Geology, Anthropology, Biochemistry, Psychology, Physics and all other disciplines) you must complete the following courses.

Collaborative Institutional Training Initiative (CITI)

To access these courses, you will login through the university single sign on using your Flashline ID and password (detailed instructions are on the following pages).

1. Lab Chemical Safety

2. Basic Biosafety Training

✓ **If you use biological materials in your research, you must also complete this module.**

✓ Biological Materials include – blood, urine, tissue, bacteria, viruses, viral vectors or any other animal or human specimens that might be potentially infectious.

Flashtrain

To access these courses, you will need to log in with your Flashline ID and password (detailed instructions are on the following pages).

Once you complete the **Lab Safety: Fume Hoods (41) module** you will automatically be enrolled in five additional required courses which are:

1. Lab Safety: Fume Hoods (41)

2. Lab Safety: GHS-SDS Training (16)

3. Lab Safety: Flammable and Combustible Liquids (37)

4. Lab Safety: Hazardous Waste Guide (95)

5. Lab Safety: Moving Chemicals (87)

6. Lab Safety: Spill Control (103)

NOTE: *If you also use biological materials in your research you must complete all the Flashtrain modules that are required for the biology discipline also*

If you have any problems logging into Flashtrain please contact:

[Environmental Health and Safety Office at 330-672- 4347.](#)

Fire Extinguisher Training

All lab personnel must complete the facilitator led fire extinguisher training. The training will consist of a lecture to describe fire extinguisher use and conclude with a demonstration exercise to provide each individual with firsthand experience on how to use and handle a fire extinguisher. Training can be scheduled by contacting the Kent State University Fire Prevention Office at 330-672-1962. An online fire extinguisher refresher training will be required by all laboratory workers through Flashtrain every two years.

CITI Instructions

Step 1

Select Collaborative Institutional Training Initiative link

<https://www.citiprogram.org/index.cfm?pageID=14®ion=1> and using the “LOG IN THROUGH MY INSTITUTION LINK” and 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 ▼

CITI
PROGRAM

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 Instructions

Step 1


Log in to Flashtrain with Flashline 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

Log In

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

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

Your Incomplete Tests -- Click link to take test:

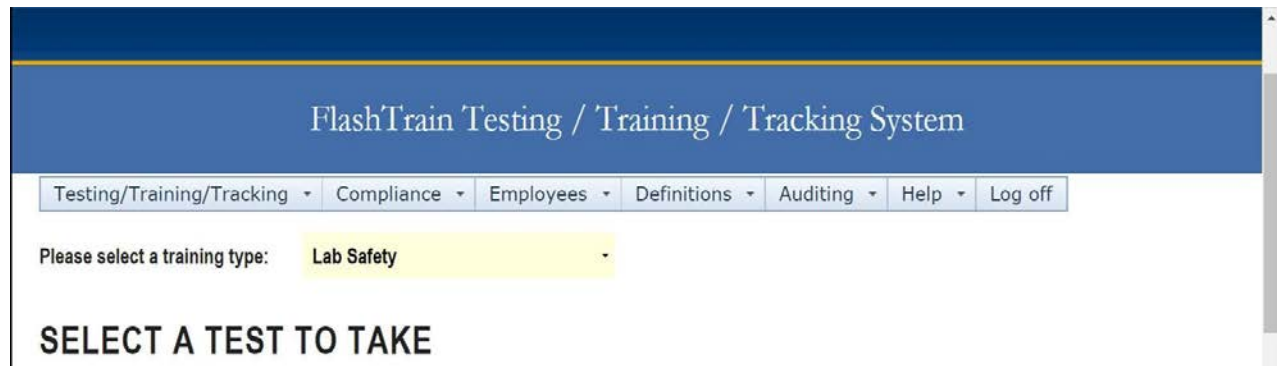
Test ID	Test #	Description	Generated
13689	65	IACUC Test	02/23/2016
14324	82	Lab Safety: Biosafety Cabinets	03/29/2016
14991	41	Lab Safety: Fume Hoods	05/10/2016
15155	30	2014 Electrical Safety Program	05/19/2016

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

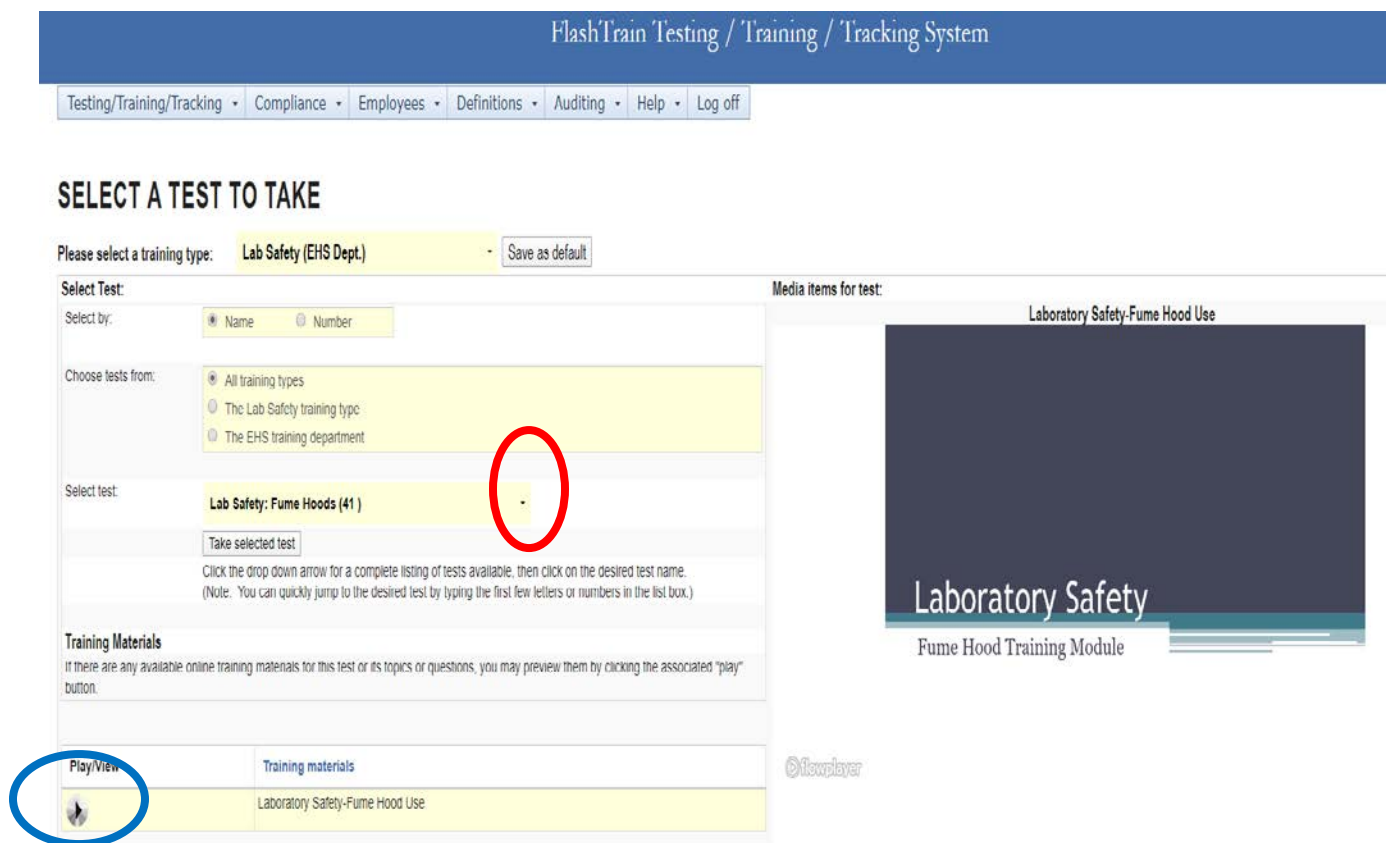
Testing/Training/Tracking ▾ Compliance ▾ Employees ▾ Definitions ▾ Auditing ▾ Help ▾ Log off

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 blue) 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

Flowplayer

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](#) ↓
[HOME/STATUS](#)
[CLASS CALENDAR](#)
[SELECT TEST](#)
[PAST RESULTS](#)
[CLASSES](#)
[HELP](#)
[LOG OFF](#)

[COMPLIANCE](#) ↓
[DEFINITIONS](#) ↓
[LOG OFF](#)

[PRINTED TESTS](#) ↓
[AUDITING](#) ↓

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
14990	41	Lab Safety: Fume	May 10, 2016	Passed	Print Certificate