

IBC Education Requirements

All PIs and research personnel are required to receive training on hazardous chemical and biological materials, and financial conflict of interests *prior* to beginning any biohazard research-related activities. This training will be verified prior to iRIS access being granted. In addition, initial approval of IBC submissions will be withheld until all research personnel have been verified as having completed/updated training and financial disclosure reports on file.

Required Training

Laboratory Safety Essentials (LSE) Training:

All PIs and research personnel are required to receive training regarding laboratory safety prior to conducting any work in any TTUHSCEP laboratory or approved area. Access to the training is obtained through Safety Services by emailing Jacqueline.lomeli@ttuhsc.edu

In addition, yearly, in-person and/or online, refresher training specific to approved agents will be required and conducted by Safety Services.

Conflict of Interest Training:

Training regarding financial conflicts of interest in research is required of all investigators and research personnel and applies to all research, regardless of funding. Training must be completed every 4 years.

New projects may not be submitted or approved without up to date training for all research personnel. Additionally, approval of annual status reports and/or three year renewals may be denied if training of any research personnel has lapsed. The training is available through the University of Miami at www.citiprogram.org and instructions are available below.

In addition, renewal training is required at least once every 4 years and the training is identical to the initial CITI course.

Research Financial Disclosure:

TTUHSCEP OP 73.09 requires that Investigators and research personnel update their Research Financial Disclosure forms on at least an annual basis, or within 30 days of a change in significant financial interests. The annual disclosure form may be accessed through iRIS via the Conflict of Interest Module under "My Workspaces" at the top left of the iRIS dashboard.

Additional Training-As Applicable

Hazmat Shipping Training

All PIs and research personnel who handle, transport off campus, and cause hazardous materials to be transported off campus are required to complete this training. The Dangerous Goods module can be found at

<https://news.mayocliniclabs.com/2021/06/15/dangerous-goods-training-2/>

Additional Information is available at: <http://el Paso.ttuhsc.edu/safety/hazmatinfo.aspx>

Select Agent Training

All PIs and research personnel are required to receive this training if involved with the procurement, possession, storage, use, transfer, disposal, training, and security of exempt quantities of select agent toxins. Information is available at: <http://el Paso.ttuhsc.edu/safety/lab.aspx>. All personnel working with select agents will also be required to obtain FBI clearance before beginning any work.

Additional training may be required if working in BSL2 or BSL3 areas of the Laboratory Animal Resources Center (LARC). Information is available at: <http://el Paso.ttuhsc.edu/safety/lab.aspx>.

On/Off Campus Transport Training

TTUHSCEP OP 75.34 requires all those that may transport material between campus buildings do so safely and in compliance with OP 75.34. Access to this training is obtained through Safety Services by emailing: Jacqueline.lomeli@ttuhsc.edu.

CITI Instructions

Registration

To begin the on-line course, go to the following web site: www.citiprogram.org and select "Register." Next, enter "Texas Tech University Health Sciences Center-El Paso" as your organization affiliation. Continue through the multiple step process to establish your Username and Password. You do not need an eRaider account to complete the training. TTUHSCEP personnel must use their TTUHSCEP email address for registration. You may include a secondary email as well. On the CITI registration page you will need to select "Conflict of Interest Course." You will then have access to the required modules.

To add a course to an existing account, log in, click on "View Courses" under Texas Tech University Health Sciences Center-El Paso, scroll down to the bottom of the page, and click on "Add a Course." Respond with a "yes" to the questions related to the course you need to complete, and follow the prompts.

NOTE: PLEASE USE YOUR TTUHSCEP EMAIL ADDRESS FOR REGISTRATION AT WWW.CITIPROGRAM.ORG

Course Completion

Upon successful completion of the course, you will be able to download a course transcript and print a certificate. Please keep for your records. TTUHSCEP is also notified of your successful completion of the course, but we are not provided with a copy of it. You will be required to achieve an overall score of at least 80% to successfully complete the course. You can also log back in at any time to print your completion report by clicking on "View previously completed coursework."

CITI Accounts Previously Affiliated with Lubbock

All TTUHSCEP El Paso research personnel must affiliate their CITI account with the El Paso campus. Go to the CITI website at www.citiprogram.org and from the main menu, select "Add Affiliation" and follow the prompts. Select Texas Tech University Health Sciences Center-El Paso as your institution. Proceed with completing required training as indicated above.

Checklist:

In order to request an iRIS user account, complete the training below:

- 1) Laboratory Safety Essentials (LSE) request through Jacqueline.Lomeli@ttuhsc.edu.
- 2) Conflict of Interest (COI) course at www.citiprogram.org
- 3) When training is complete, an iRIS user account can be requested at: <https://ttuep.imedris.net>.
- 4) The research financial disclosure form will need to be submitted through iRIS once an account is obtained.

For account requests, include current contact information as well as the purpose for the request. For requests from non-TTUHSCEP employees/staff/students, please provide information regarding your current status i.e. research volunteer, non-Tech employee, non-salaried clinical faculty, etc., and provide documentation that verifies this information.

For questions related to other specific laboratory training and/or requirements, please contact [Jacqueline Lomeli, BSO](mailto:Jacqueline.Lomeli@ttuhsc.edu), at jacqueline.lomeli@ttuhsc.edu.