



ENVIRONMENTAL HEALTH
AND SAFETY

EHS Lab Safety Training & Quick Guidance Information

Lab Safety Training Requirements:

- All Faculty, Students and Staff who are conducting research in NJIT facilities (or who will be entering/working within labs) must complete the appropriate training (and periodic re-training).
- This includes anyone who will work with chemicals, biological or radioactive materials, lasers, shop machines or other hazardous materials or equipment.
- The training platform that NJIT utilizes is called **CITI** (Collaborative Institutional Training Initiative).
- The Environmental Health and Safety (EHS) department in collaboration with the Office of Research is committed to fostering and upholding the highest standards for training.
- University members must comply with all federal, state, and university training requirements.
- Details on accessing and using **CITI** are noted below:

Accessing **CITI**:

1. The NJIT community will log into **CITI** using the **NJIT Single Sign On (SSO)** page which requires your NJIT UCID and password. Below is a snip of the screen for reference.

The screenshot shows a login interface for the CITI Program. On the left, under the heading "Webauth Authentication Service", there is a message: "A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>." Below this is the "Login to CITI Program" section, which includes fields for "UCID" (with the prompt "Enter your UCID") and "Password" (with the prompt "Enter your Password"). A red "Login" button is positioned below these fields. The CITI PROGRAM logo is at the bottom left. On the right side, under the heading "Need further assistance?", there are links for "Forgot your password?" and "Need Help?". A security warning states: "New Jersey Institute of Technology will NEVER ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to abuse@njit.edu. NEVER reply to any email asking for your account information or other personal details."

2. If you are using **CITI** for the first time:
 - a. Click **CITI** to get started
 - b. Watch the quick guide video, or go straight into the registration steps below:
 - c. Select: **Registering**.
 - d. Select: **Single Sign On (SSO)**
 - e. Under Institution, enter / select: **New Jersey Institute of Technology**
 - f. Select: **Continue to SSO Login / Instructions**
 - g. You will be directed to the NJIT SSO screen.
 - h. Select / answer your security questions
 - i. Answer the CITI questions to select the courses you are required to take
 - j. After answering all questions, CITI will list the courses you need to take
 - k. Take all required courses and answer all quiz questions

- l. You can log out of CITI and return to CITI at any time
- m. Upon completion of each course, you will earn a certificate of completion

Below is what the CITI screen looks like and the associated links you will see upon logging in for the first time (click on links noted below/on web page to access help/answers):

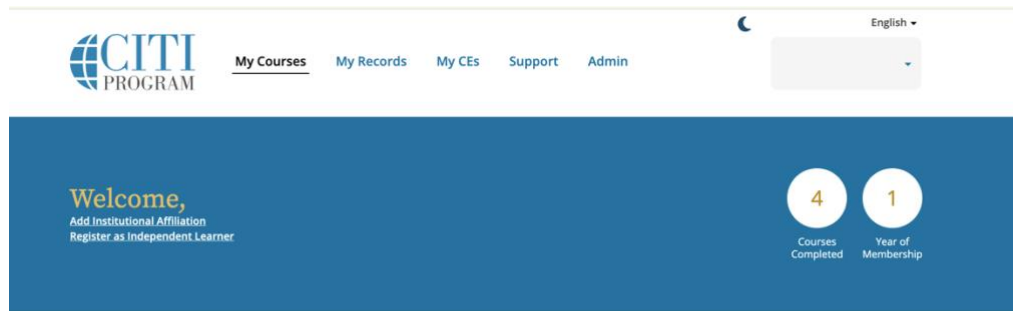


- [Quick Guide for New Learners](#)
- [Registering](#)
- [Logging In](#)
- [Your Institutional Affiliations](#)
- [Your Assigned Courses](#)
- [Starting and Completing Your Courses](#)
- [Sharing Your Course Completions](#)
- [Changing Your Personal Information](#)
- [Obtaining Continuing Education Credits](#)
- [Getting Help](#)

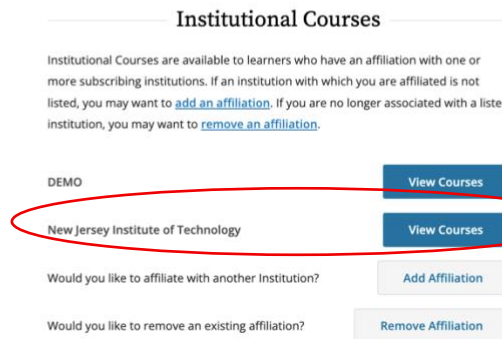
3. If you already have a [CITI](#) account:

- a. Click [CITI](#) to get started.
- b. You will be directed to the NJIT SSO screen.
- c. Follow the screens / prompts to complete your required training.
- d. If you get lost, select **My Courses** at the top menu, then **View Courses** to get back to your list of required training.
- e. If you want to adjust your training (or take periodic re-training), select **Learner Tools** then select one of the following:
 - **Add a Course**
 - **Remove a Course**
 - **View Previously Completed Coursework**
 - **Update Institution Profile**
 - **Remove Affiliation**

The screenshots below are from CITI Training to show how to add/find a course:



The header of the CITI PROGRAM dashboard. It includes the CITI PROGRAM logo on the left, navigation links (My Courses, My Records, My CE, Support, Admin) in the center, and a language dropdown (English) on the right. Below the navigation is a blue banner with a welcome message and two circular statistics: 4 Courses Completed and 1 Year of Membership.

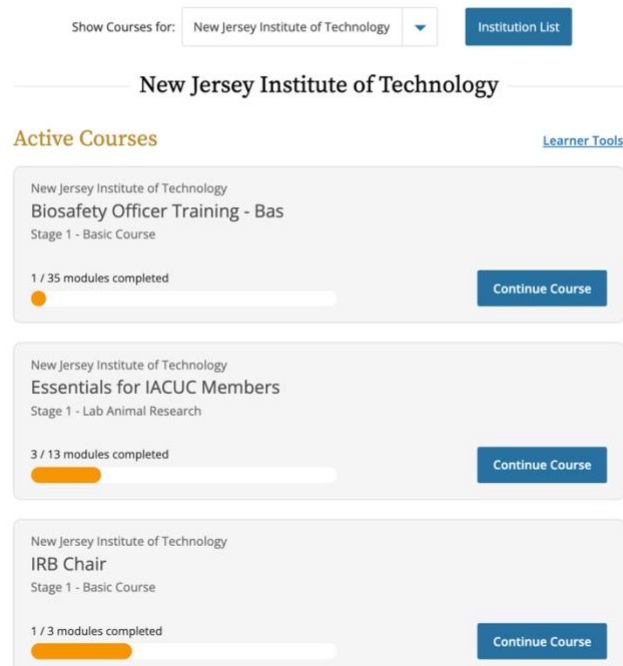


The 'Institutional Courses' section. It contains a paragraph explaining that institutional courses are for learners with affiliations. Below this, there are two rows of buttons: 'View Courses' for 'DEMO' and 'New Jersey Institute of Technology'. The 'New Jersey Institute of Technology' row is circled in red. Below these are buttons for 'Add Affiliation' and 'Remove Affiliation'.

After Logging In, click on View Courses under NJIT



The header of the CITI PROGRAM dashboard, identical to the first screenshot, showing the welcome message and course completion statistics.



The 'New Jersey Institute of Technology' course list. It shows a dropdown menu set to 'New Jersey Institute of Technology' and an 'Institution List' button. Below, the 'Active Courses' section lists three courses: 'Biosafety Officer Training - Bas', 'Essentials for IACUC Members', and 'IRB Chair'. Each course has a progress bar and a 'Continue Course' button.

When you get to the NJIT course list, go to the bottom of the CITI webpage and click on “Add a Course.”

See next screenshot.

Learner Tools for New Jersey Institute of Technology

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

At the bottom of the CITI webpage click on “Add a Course.”

See next screenshot.

Support

support@citiprogram.org

[888.529.5929](tel:888.529.5929)

(M – F; 9:00 a.m. – 7:00 p.m. ET)

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Select Curriculum

New Jersey Institute of Technology

If you have not already done so, please visit NJIT's web pages listed below for details on the required course types.

For research training information, please visit <https://research.njit.edu/compliance>.

For EHS required training, please visit <https://www.njit.edu/environmentalsafety/training-0>.

After you select the courses you want added to your account, scroll to the end and click the Submit button.

Question 1

Please select the lab safety courses needed.

- ☐ General Laboratory Safety for Non-Laboratory Personnel
- ☐ Hazard Communications
- ☐ Laboratory Chemical Safety
- ☐ Laboratory Decontamination Methods
- ☐ Laser Safety Training
- ☐ OSHA Bloodborne Pathogens
- ☐ Personal Protective Equipment
- ☐ Radiation Safety

Question 2

Please select the Biosafety & Biosecurity courses needed.

- ☐ Basic Introduction to Biosafety
- ☐ Biosafety Officer Training
- ☐ Biosafety Retraining
- ☐ CITI Good Clinical Practice Course
- ☐ Dual Use Research of Concern (DURC)
- ☐ Emergency and Incident Response to Biohazard Spills and Releases
- ☐ Human Gene Transfer
- ☐ Initial Biosafety Training
- ☐ Institutional Biosafety Committee Member Training
- ☐ Nanotechnology
- ☐ NIH Recombinant DNA Guidelines
- ☐ OSHA Bloodborne Pathogens
- ☐ Personal Protective Equipment
- ☐ Select Agents, Biosecurity, and Bioterrorism
- ☐ Shipping and Transport of Regulated Biological Materials

Question 3

Please select the Animal Courses needed.

Check the box(es) of each applicable course or course(s) you must take and hit the blue submit button at the bottom of the web page.

Submit

This will then add the courses you need.

Below are the Required NJIT EHS training courses available on the CITI platform:

UNDER CITI QUESTION 1, you may select the following as needed:

1. General Lab Safety for Non-Laboratory Personnel (ID:384881):

- For Facilities or Office Employees who may access labs occasionally to perform work
- Required for new-hire Employees or before accessing biological or chemical labs for the first time

2. Hazard Communication (ID:384960):

- For Employees who will work with chemicals (Chemical/Biolabs and Facilities)
- For Students who will work or take classes in research/teaching labs where chemicals are used/stored
- Training required before starting work or classes in applicable labs and annually thereafter

3. Laboratory Chemical Safety (ID:384882):

- For Employees who will work in or access chemical or wet labs
- For Students who will work or take classes in chemical labs or teaching labs with chemicals
- Training required before starting work or classes in labs and annually thereafter

4. Laboratory Decontamination Methods (ID:384906):

- For Employees and Students who will work in or access chemical or bio labs
- Training required before starting work or classes in labs and annually thereafter

5. Laser Safety (ID:384905):

- For Employees who will work with lasers
- For Students who will work or take classes in labs where lasers are used
- Training required before starting work or classes involving use of lasers

6. Personal Protective Equipment – PPE (ID:13458):

- For Employees who will work in, access or perform research in chemical or wet labs or biolabs
- For Students who will work or take classes in labs with chemicals or biological materials
- Training required before starting work or classes in all labs and annually thereafter

7. Radiation Safety (ID:384907):

- For Employees who will work in or access areas or labs where radioactive materials are used or stored.
- For Employees who will work with radiation generating equipment (e.g., electron microscope, neutron generator, radioisotope irradiator, x-ray, etc.)
- For Students who will work or take classes in labs or areas with radioactive materials or radiation generating equipment
- Training required before starting work or classes in these areas/labs and annually thereafter

UNDER CITI QUESTION 2, you may select the following as needed from this bio section:

8. Initial Biosafety Training (ID:112407):

- For Employees/Students who will work, perform research or attend classes in biological (Bio) labs
- Training required before starting work/research/class instruction in biological (Bio) labs
- This Initial Biosafety Training course needs only be completed one time. A shorter Biosafety Retraining course (listed below) must be completed annually thereafter

9. Biosafety Retraining (ID:112408):

- For Employees/Students who will work, perform research or attend classes in biological (Bio) labs
- This Biosafety Retraining course is required annually **after** completing the Initial Biosafety Training course listed above

10. OSHA Bloodborne Pathogens (ID:112411):

- For Employees/Students who will work or perform research in labs containing or handling human blood, body fluids, unfixed human tissues, or animal tissues infected with bloodborne pathogens.
- This includes those who may sign for or receive biological materials (or have other potential exposures)
- Training required before starting work or research in these areas/labs and annually thereafter

11. Shipping & Transport of Regulated Biological Materials (ID:112410):

- For Employees/Students who will be required to ship or transport regulated biological materials (including anything with dry ice)
- Training required before shipping or transporting such materials and annually thereafter

Other EHS Training Courses are Available by Contacting EHS (EHS@njit.edu) as follows:

12. Introduction to Hazardous Materials Shipping & Receiving

- For Employees/Students who will be required or want to ship or transport hazardous materials
- Training required before shipping or transporting such materials and annually thereafter

13. Respirator Training

- For Employees/Students who will be required to wear a respirator at any time for any reason
- This in-person training includes required proper fit testing
- Training required before using a respirator and annually thereafter

14. Chemical Right to Know Training

- For Employees/Students who work in areas where chemicals are stored/maintained
- This training may be performed for departments or larger groups as requested

NOTE: Research Compliance requires other training and is also taken via CITI Training. Go to the Research Compliance Training web page for more details (a hyperlink is provided below).

Questions/Issues:

- If you have any questions, please contact **NJIT Environmental Health & Safety (EHS)** via email at: EHS@njit.edu or call us at 973-596-3059.
- If you have questions specific to **NJIT Research / Research Compliance** required training, [click here for more information](#).