



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.

Webauth Authentication Service

A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>.

Login to CITI Program

UCID

Enter your UCID

Password

Enter your Password

Login

Need further assistance?

- [Forgot your password?](#)
- [Need Help?](#)

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 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):
- f. Select **Learner Tools**
- g. Select one of the following:
 - **Add a Course**
 - **Remove a Course**
 - **View Previously Completed Coursework**
 - **Update Institution Profile**
 - **Remove Affiliation**

3. 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 that will determine 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:



- 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

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

1. Lab Chemical Safety:

- For NJIT New Hires who will work in or access chemical or wet labs
- For NJIT 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

2. Laboratory Decontamination Methods:

- For NJIT New Hires who will work in or access chemical or bio labs
- Training required before starting work or classes in labs and annually thereafter

3. Hazard Communication:

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

4. Biosafety & Bloodborne Pathogens:

- Includes Basic Introduction to Biosafety 112406, OSHA Bloodborne Pathogens 112411 and Biosafety Retraining 112408 (*refresher class to be taken 1 year after the initial training*)
- For NJIT New Hires who will work in biohazardous materials (**bio**) labs and/or work with biological materials (*including employees who may sign for/receive biological materials*)
- For NJIT Students who will work or take classes in biohazardous materials (bio) labs or teaching labs with biological materials
- Training required before starting work or classes in biohazardous materials (bio) labs and annually thereafter

5. Laser Safety:

- For NJIT New Hires who will work with lasers
- For NJIT 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. Radiation Safety:

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

7. Shipping & Transport of Regulated Biological Materials:

- For NJIT employees/staff who will be required or want to ship or transport regulated biological materials
- Training required before shipping or transporting such materials and every 2 years thereafter

8. General Lab Safety for Non-Laboratory Personnel:

- For Facilities or Office Employees who may access labs occasionally to perform work
- Required for NJIT new-hire employees or before accessing labs (bio or chemical labs) for the first time.

Other EHS Training Courses Available by Contacting EHS are as follows:

- Introduction to Hazardous Materials Shipping & Receiving
- Respirator Training
- Chemical **Right to Know** Training (for chemical users/personnel who work in facilities where chemicals are stored or maintained)
- Email EHS at: EHS@njit.edu to request training

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](#).