CITI Navigation Instructions for USF Biosafety Training:

For assistance email biosafety@usf.edu

Revised 09/2018
GO TO THE CITI PROGRAM MAIN PAGE AT:
https://www.citiprogram.org

CLICK HERE TO REGISTER
SEARCH FOR “UNIVERSITY OF SOUTH FLORIDA”

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.
To find your organization, enter its name in the box below, then pick from the list of choices provided.

University of South Florida

University of South Florida only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
- I affirm that I am an affiliate of University of South Florida.

Continue To Create Your CITI Program Username/Password

Click to create your CITI user name.

Check the box to agree with Terms of Service and then that you affirm you are an affiliate with USF.
Enter your Personal Information

CITI - Learner Registration - University of South Florida

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name  
John

* Last Name  
Smith

* Email Address  
jsmith@gmail.com

* Verify email address  
jsmith@gmail.com

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address  
jsmith@yahoo.com

Verify secondary email address  
jsmith@yahoo.com

CLICK HERE TO CONTINUE

Continue To Step 3
CREATE USER NAME AND PASSWORD

Create your Username and Password

* User Name
anyuser

Your password should consist of 8 to 50 characters. Your password is case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question
What's your pet's name?

* Security Answer
Tigger

CLICK HERE TO CONTINUE
Enter your Country of Residence

CITI - Learner Registration - University of South Florida

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

CLICK HERE TO CONTINUE

Continue To Step 5
TRAINING CEUs

Choose YES or NO to receive CEU’s from your training.

If YES, what type of credit.

Indicate if you wish to be contacted later regarding participate in a survey or marketing information.

CLICK HERE TO CONTINUE
Complete the information requested

If you are not USF, enter “00000” for all fields that require USF information:
• Institutional Email Address
• USF Employee ID
• USF Student ID (Number)
• USF Net ID

CLICK HERE TO CONTINUE

Continue To Step 7
Select Curriculum

Questions 1 through 6 are not relative to Biosafety.

Click the radio button to select courses you wish to take.

Question 7 must be answered.

For Biosafety go to Question 8.

Click Complete Registration. This will take you to the next page where you will click to Finalize your Registration.
Click the course you wish to start.
COMPLETE THE INTEGRITY ASSURANCE FORM

Check the “I Agree” box and click submit to finish assurance and return to the course page.

Click the link to go to the Integrity Assurance.
Click the first module to begin.

Click here to go to the next module.
TAKE THE MODULE QUIZ

All workers handling biohazards must know what to do in an emergency before they begin work. Training must include a review of these procedures. Trainers and PIs must verify that workers understand and are proficient with the steps to follow in the event of an exposure, accident, or biohazard spill.

The standard protocol to follow after a biohazard exposure is to:

- Wash the affected area immediately with soap and water or in an eye wash for 15 minutes if the exposure has contaminated facial mucous membranes.
- Notify your supervisor and/or PI of the incident.
- Seek medical assistance at the designated healthcare facility within one to two hours.

Specific instructions on what to do following an accidental splash or splatter to facial mucous membranes, punctures with contaminated sharps, and exposure to biohazardous aerosols must be provided, listed in manuals, and should be available in the laboratory on posters for continuous access. More information on exposure incidents and spills will be provided in the CITI module entitled “Risk Management: Emergency and Spill Response.”

Biosafety Resources

ABSA is the premier resource for biosafety information, networking, and further educational opportunities. Its members are dedicated to controlling risks associated with biohazards through the application of the science of biosafety to minimizing the potential for exposure.

You can access the following information on the ABSA homepage:

- Upcoming conferences, events, and courses.
- ABSA Resources and Tools Link
- ABSA Publications
- Applied Biosafety Journal
- Key Topics and Links (on ABSA webpage Resources/Tools section)
- Biosafety Guidelines
  - NIH-ESDN Guidelines, September 2009 (or latest edition)
  - CDC/NIAID: Primary Containment for Biohazards; Selection, Installation and Use of Biological Safety Cabinets, 3rd Edition, September 2007 (or latest edition)
  - CDC/NIAID: Biosafety in Microbiological and Biomedical Laboratories, 5th Edition, 2007
  - Laboratory Centers for Disease Control (Health Canada), Laboratory Biosafety Guidelines, 3rd Edition, 2004
- ABSA Resources and Tools
  - Material Safety Data Sheets (MSDS) Infectious Substances
  - Laboratory Centers for Disease Control - Canada
  - Risk Group Classification for Infectious Agents
  - Bacteria - Viruses - Parasites - Fungi
  - Risk Group and Biosafety Level Definitions
  - Bioterrorism Links
  - Biosafety on the Internet
  - European Biosafety Association (EBSA)
  - Eagleston Institute

Original Release: February 2010
Last Updated: June 2015

Click here to go to take the module quiz.
**COMPLETE THE MODULE QUIZ**

<table>
<thead>
<tr>
<th>Question 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>True/False</strong></td>
</tr>
<tr>
<td>Provided that all equipment housing biohazards within the laboratory are labeled with the universal biohazard symbol, the entry door DOES NOT have to be labeled with the universal biohazard door sign.</td>
</tr>
<tr>
<td>☐ True</td>
</tr>
<tr>
<td>☐ False</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>True/False</strong></td>
</tr>
<tr>
<td>Risk Group classification is the only piece of information required to perform an adequate risk assessment for researchers working with biohazards.</td>
</tr>
<tr>
<td>☐ True</td>
</tr>
<tr>
<td>☐ False</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Multiple Choice</strong> Single Answer - Select only one answer</td>
</tr>
<tr>
<td>The first step in risk assessment for a protocol involving biohazards, the creation of a formal written risk assessment, should be performed by the:</td>
</tr>
<tr>
<td>☐ National Institutes of Health</td>
</tr>
<tr>
<td>☐ Biosafety Officer</td>
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<tr>
<td>☐ Principal Investigator</td>
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<tr>
<td>☐ Institutional Biosafety Committee</td>
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<tr>
<th>Question 8</th>
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<tbody>
<tr>
<td><strong>Multiple Choice</strong> Single Answer - Select only one answer</td>
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<tr>
<td>Mycobacterium tuberculosis is considered a hallmark pathogen in this Risk Group category.</td>
</tr>
<tr>
<td>☐ Risk Group 3</td>
</tr>
<tr>
<td>☐ Risk Group 2</td>
</tr>
<tr>
<td>☐ Risk Group 4</td>
</tr>
<tr>
<td>☐ Risk Group 1</td>
</tr>
</tbody>
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Read the questions carefully, some questions allow multiple answers.

Click Submit when complete.
### Review Module Quiz Results

#### Question 1

**Question:** Plants and animals that are not affiliated with the research are not allowed in laboratories handling biohazards.

- **Your answer:** True
- **Correct Answer:** True
- **Points Earned:** 1

#### Question 2

**Question:** There are a total of three foundational work practices in biosafety.

- **Your answer:** False
- **Correct Answer:** False
- **Comment:** There are 7 foundational work practices in biosafety: 1. Never eat, drink or smoke in the laboratory. 2. Never mouth pipette. 3. Wash hands after removing protective clothing and before leaving the laboratory. 4. Confine aerosols as close as possible to their point of generation. 5. Eliminate sharps or work carefully with sharps. 6. Decontaminate work surfaces and equipment after use. 7. Wear protective clothing in the laboratory and remove before leaving the lab.
- **Points Earned:** 1

#### Question 3

**Question:** Hand washing is only required in biohazard laboratories before final exit of the laboratory.

- **Your answer:** False
- **Correct Answer:** False
- **Comment:** Hands should be washed after removing gloves, whenever contaminated, following an exposure and before leaving the laboratory for non-lab areas.
- **Points Earned:** 1

#### Question 4

**Question:** Workers handling biohazards on the open bench must wear gloves, a lab coat, and face protection if not working behind a bench shield.

- **Your answer:** True
- **Correct Answer:** True
- **Points Earned:** 1

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**Review your quiz results. If you are satisfied with the result proceed to Post Course Completion Options.**

**Click Post Course Completion Options to get your Certificate.**
PRINT COMPLETION REPORT

From the Post Course Completion Option Screen, select **Completion Report** to access your certificate.

Use the download or print function in PDF screen to get your Certificate.

Send a copy of the CITI certificate to biosafety@usf.edu to have the training recorded in our database.