



## Basic Bench Lab Research Staff Training List

Please see the PITT Training Table to ensure your staff member does all trainings required for their position: [https://www.orp.pitt.edu/training/training-table-list\\*](https://www.orp.pitt.edu/training/training-table-list*)

### GENERAL REQUIRED TRAININGS

- CITI Trainings - [http://www.citiprogram.org/\\*](http://www.citiprogram.org/*)
  - CITI Training Conflict of Interest (COI)
  - CITI Training Responsible Conduct or Research
  - MyIBC\* – Biosafety
    - Required if research involves recombinant and/or synthetic (or both) nucleic acid molecules
    - Accessed through CITI portal, but not accessible unless other CITI trainings completed
- Environmental Health & Safety\*
  - Multiple trainings for Environmental Health and Safety determined by your occupation and exposure risk

### TRIAL/PROJECT SPECIFIC TRAININGS

- Protocol/MOP/Operating Procedures
- Laboratory Manual
- Other: \_\_\_\_\_

### SUPPLEMENTAL TRAININGS

#### COMPUTER PROGRAMS

- Lab Archives\*
- Shared Drive (PITT and UPMC)
- OneDrive (PITT and UPMC)
- INFONET (UPMC)
- MS Teams (PITT and UPMC)
- MS Outlook, Word, Excel, PowerPoint (ctd on next page)

- Division/group-specific databases
- Other: \_\_\_\_\_

#### ADMINISTRATIVE /FINANCE /BUDGETS

- Vincent (PITT and/or UPMC)
  - Complete Pitt Vincent training\*
- Review fiscal year
  - PITT Fiscal/Academic Year: July 1-June 30
  - UPMC Fiscal/Calendar Year: January 1- December 31

#### LAB/SPECIMEN MANAGEMENT

- Autoclaving
- Bloodborne Pathogens (BBP) for Laboratory Personnel | Office of Public Safety & Emergency Management (pitt.edu)\*
- If you are shipping any specimens, you must take this training: Dangerous Goods Shipping | Office of Public Safety & Emergency Management (pitt.edu) (this would satisfy IATA training)\*
- PITT Office of Public Safety training list: Training | Office of Public Safety & Emergency Management\* (this includes many different types of trainings in lab and environmental safety that can be accessed).

#### SOP REVIEW

- Environmental Health & Safety\*
- University of Pittsburgh EH&S Guidelines on Specimen Transport between Research Facilities\*
- University of Pittsburgh EH&S Guidelines on Infectious Waste/Biohazardous Waste Disposal\*

#### IMPORTANT RESOURCES:

- Pitt Research Offices | Pitt Research | University of Pittsburgh\*
- Resources for Researchers | Pitt Research | University of Pittsburgh\*
- Home | CTSI University of Pittsburgh\*
- DOM PITT Internal Website\*

*\*indicates hyperlink*