# PENN PROFILER INSTRUCTIONS FOR PENN STUDENTS, POST-DOCS, STAFF, and VISITING SCHOLARS DOING LAB RESEARCH

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## Penn Profiler Screening Questions

- Answering these screening questions will determine which sections of your survey will require additional answers.
- Click the icon to the right of the question for additional clarifications on the meaning of this question.
- You may change your answers to these questions at any time by using your browser back button, or by choosing to "Start this section over" when taking the relevant section of the survey.
- Click the blue "Continue" button at the bottom of the screen when you have answered all of these questions.

### 1. Human Subjects Research

Are you either:
- Involved in the design, conduct, or reporting of human subjects research?
- Involved in administrative support of the Institutional Review Board (IRB) or an IRB member?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>![Box]</td>
<td>![Box]</td>
</tr>
</tbody>
</table>

Check with your advisor whether you will be involved in any human subjects research.

### 2. Clinical Care

I am a CHOP-based physician and do not perform any clinical work at a Penn Medicine facility.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Q2</td>
<td>![Box]</td>
<td>![Box]</td>
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</tbody>
</table>

ANSWER: No

### 3. Animal Care and Use

Are you a faculty member, staff or student who:
- May work with or care for vertebrate animals used for research, testing, or teaching
- May work with vertebrate animal by-products for research, testing, or teaching
- Is a principal investigator on an animal care and use protocol
- May enter areas/facilities that house animals that are used for research, testing, or teaching, but do not work directly with animals

Please answer NO if you work with animals in a patient setting ONLY (e.g. Veterinarian or Veterinary Nurse working only with patients at VHP). Answer YES if you are involved in research utilizing client-owned animals/patients or their by-products.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3</td>
<td>![Box]</td>
<td>![Box]</td>
</tr>
</tbody>
</table>

Check with your advisor whether you will be involved in any animal care or use.
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4. EHRS Packaging and Shipping

Do you participate in the packaging and/or the documentation of hazardous materials or dangerous goods for shipment to a site outside the University? This includes completing shipping documents, signing shipping documents, package selection, marking and labeling the package, and/or packing the material. Hazardous or dangerous goods includes dry ice, infectious waste, animal and human specimens, microbiological agents (bacteria, viruses, parasites, fungi), genetically modified organisms and biological materials that are considered infectious. DNA alone would not be considered an infectious material.

- Yes
- No

ANSWER: No

(Contact EHRS in the future if/when you have a need to package or ship biological, chemical or radioactive materials.)

5. Radiation Safety

Do you work with or supervise the use of radioactive materials, irradiators, x-ray equipment, or electron microscopes?

- Yes
- No

Check with your advisor whether you will be involved in any use of radioactive materials, irradiators, x-ray equipment or electron microscopes. Answer accordingly.

6. EHRS Workplace Safety

Many individuals at Penn have exposure to chemical, biological or physical hazards. Please review the following work locations and activities to determine if ANY apply to you:

1. You work in or sometimes enter research laboratories or animal vivariums.
2. You work in a hospital or clinic (medical, dental or veterinary).
3. You work in an art studio, museum or as part of a theater crew.
4. You work for facilities management (either for FIES or for a School).
5. You work as a housekeeper.
6. You work on a farm or an arboretum.
7. You work for dining services.
8. You work in a wood shop or machine shop.
9. You work for a day care center.
10. You work in a gym or as an athletic trainer or coach.
11. You work for Public Safety as an emergency responder.
12. You handle materials such as disinfectants, art supplies, laboratory chemicals, pharmaceuticals, cleaning agents, interior paints, industrial adherives or pesticides.
13. You handle research or clinical samples such as human or animal tissue, blood or body fluids or recombinant DNA.
14. You use tools, ladders, scaffolds, or machinery.
15. You lift or handle heavy materials, heavy equipment or heavy machinery.

Answer YES if any of these items apply to you.
Answer NO if none of these items apply to you.

If you’re working in a lab or shop of any kind answer YES.
7. Financial Administration

Many individuals at Penn—even those with non-financial positions—have financial responsibilities. Please review the following examples to see if any apply to you:

- You receive cash or checks on behalf of your School/Center or Department.
- You drive a car or other vehicle while on University business.
- You manage a petty cash fund for your area.
- You will be responsible for tracking space usage.
- You will be issued a University Purchasing or Host Card.
- You will be responsible for tracking equipment purchased in your area.

If any of these items apply to you, please answer this question YES. If none of these items apply to you, please answer this question NO.

- Yes
- No

8. Finance

Will you need access to Penn’s General Ledger Accounting System (BEN)?

- Yes
- No

9. Sponsored Projects

Are you a staff member with any of the following job responsibilities? Please select all that apply.

- Development of proposal budgets for sponsored projects
- Provide guidance regarding proposal preparation for sponsored projects
- Review/Approval of expenditure for sponsored projects
- Provide guidance and/or management of sponsored projects
- Auditing financial accounts of sponsored project(s)
- Submission of financial invoices/reports to Sponsors
- Submission of non-financial reports to Sponsors

- Yes
- No

10. Development and Alumni Relations

Do the majority of your responsibilities include alumni relations and/or fundraising?

- Yes
- No

Questions 7 – 10 are not related to safety training. Ask your supervisor for guidance if you are not sure how to answer these.

Click Continue
You’ll be taken to this page next. Click on the “incomplete” sections finish those surveys.

The Survey

Human Subjects Research
- Completed
- Make changes

Clinical Care
- Incomplete
- Continue this section

Animal Care and Use
- Completed
- Make changes

EHRS Packaging and Shipping
- Completed
- Make changes

Radiation Safety
- Completed
- Make changes

EHRS Workplace Safety
- Incomplete
- Continue this section

Financial Administration
- Completed
- Make changes

Finance
- Incomplete
- Continue this section

Sponsored Projects
- Completed
- Make changes

Development and Alumni Relations
- Completed
- Make changes

You’ll then return to the “alerts” page.

Answer: “I have no direct involvement in human patient care”

You’ll then return to the “alerts” page.

Answer: “I will not need to create University Requisitions . . . (no training assigned)”, Also answer “No” to the second question that appears.

You’ll then return to the “alerts” page.
Select the best answer for your research environment

If you select the second item, you’ll then be asked whether you use any hand tools, saws, or other power tools or shop machinery. Answer accordingly. Your survey is then complete. See last page of these instructions.

If you’ll be working in an environment with chemicals, biological agents, radioactive materials, or lasers, the survey will continue.
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Question: In which area do you primarily work? Please review all options and select the one best answer.

- Biological or Biomedical Research - this includes PSOM, SDM, SVM (Philadelphia campus), SON, SAS (biology, psychology, anthropology), SEAS (bioengineering only)
- SVM New Bolton Center
- Chemistry Department
- Physical Sciences - includes SEAS (except Bioengineering), Material Sciences, SAS Physics & Earth & Environmental Science
- Other

Select an answer based on which department your lab is most closely associated with. If you are unsure, ask your advisor.

Question: Do you work with Class 3B or Class 4 lasers?

Question: Do you sometimes conduct work inside a biological safety cabinet?

Question: Do you use, introduce or manipulate recombinant or synthetic DNA or RNA; or do you use or modify genes, plasmids, viral vectors, or non-specific targeting molecules for delivery of recombinant or synthetic nucleic acid into cells or living organisms, for example, to make transgenic animals?

Question: Do you work with or anticipate exposure to human source materials such as human cells, tissues, blood, body fluids, or other bloodborne pathogens as part of your work?

Question: Do you sometimes need to wear a respirator when working in a research laboratory?

Question: Are you exposed to a very noisy environment? Very noisy means you must shout to be heard when at arm’s length away from another person.

Question: Do you apply pesticides in a lab, greenhouse, growth chamber, garden or other environment?

It is very important that you answer these questions correctly. Your faculty advisor or the Lab Safety Coordinator in the lab where you will be working can assist you best. Please do not finalize your Penn Profiler survey until you are sure these answers are accurate.
When you've answered all of the survey questions, you will have no more “incomplete” alerts, and you can click “continue” at the bottom of the alerts page.

Penn Profiler: Survey Certification

Statement of Completion: I certify that I have answered these questions to the best of my ability and have not knowingly provided any false or misleading information.

Supervisor Contact: Enter your supervisor or administrator for training in the Learning Management System (LMS), following these guidelines:

- **Faculty**: select your Department Chair
- **Staff**: (full or part time, temp, and student workers) select your primary job supervisor or manager
- **Post Doctoral Fellows**: select your Principal Investigator
- **Graduate PhD Students**: select your Advisor (or if you have not chosen an Advisor, select your Graduate Group Chair)
- **Professional Degree or Undergraduate Students**:
  - Paid Student Workers: select your job supervisor or manager
  - Non-paid students: select the academic advisor or other that oversees your work or research at Penn
- **Other**: select the best person who oversees your work at Penn

The person you designate will be notified of your Penn Profiler completion and will be able to report on the status of your required training.

*Your current contact:* Joseph R Passante (joe, 10017960) (active) Staff - Environmental Health And Safety - Industrial Hygienist C

*Enter/Confirm LMS Supervisor:* (To update, type name, PennKey or Penn ID into the search box, then select the best match from Penn Community)

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EHRS