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

ANSWER: No

Check with your advisor whether you will be involved in any animal care or use.

ANSWER: No
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 wastes, 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**

(Undergraduates are prohibited from participating in the packaging and shipping of biological, chemical or radioactive materials.)

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5. Radiation Safety

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

- Yes
- No

Undergraduate students need to contact EHRS before they can work with radioactive materials or sources. Please contact Kimi Bush (kimibush@ehrs.upenn.edu) to discuss this aspect of your research.

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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 FNES 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 adhesives 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.

- Yes
- No

**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—may have a job.
Please review the following examples to see if ANY apply to you:

- You receive cash or checks on behalf of your School/Unit.
- You will drive a car or other vehicle while on University business.
- You will manage petty cash for your area.
- You will be responsible for tracking space usage.
- You will be issued a University Purchasing or Fuel Card.
- You will accept credit card payments from others on University business.
- You will be responsible for tracking equipment purchased.

If ANY of these items apply to you, please answer the question below.

If NONE of these items apply to you, please answer the question below.

☐ Yes
☐ No

8. Finance

Will you need access to Penn’s General Ledger Accounting System (PGL) or any other University information in the University Data Warehouse?

☐ Yes
☐ No

9. Sponsored Projects

Are you a staff member with ANY of the following job responsibilities?

- Development of proposal budgets for sponsored projects
- Coordination of budgeting for sponsored projects
- Review/Approval of expenditures for sponsored projects
- Management of sponsored projects
- Auditing financial accounts of sponsored projects
- Submission of financial reports to Sponsors

☐ Yes
☐ No

10. Development and Alumni Relations

Do the majority of your responsibilities include alumni relations?

☐ Yes
☐ No

Revision date: January 2016_K.Bush
EHRS

Answer NO to questions 7 – 10.

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

Answer: “I have no direct involvement in human patient care”
You’ll then return to the “alerts” page.

See next page for instructions for completing this section

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.
PENN PROFILER INSTRUCTIONS FOR PENN UNDERGRADUATE STUDENTS DOING LAB RESEARCH

If you'll be working in an environment with chemicals, biological agents, radioactive materials, or lasers, the survey will continue.

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.

Answer: University of Pennsylvania Philadelphia Campus...

If you'll be working in an environment with chemicals, biological agents, radioactive materials, or lasers, the survey will continue.
PENN PROFILER INSTRUCTIONS FOR PENN UNDERGRADUATE STUDENTS DOING LAB RESEARCH

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.

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**: select the best person who 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 search box, then select the best match from Penn Community) [Input field]

Enter the name of your faculty advisor unless you have been instructed to select a different LSM Supervisor (e.g., VIPER students list the VIPER program coordinator as their supervisor)