

|  | Frequency of training         | ASRC Faculty    |                               | ASRC Staff      |                 |                 |                 | Research Fellows | Students        |                 |                 | Interns         | Users           | Visiting Scholars | Affiliate Faculty | All Other Visitors |
|--|-------------------------------|-----------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|--------------------|
|  |                               | GC appointment  | Any other college appointment | Tax Levy Funded |                 | RF Funded       |                 |                  | Graduate        | Undergrad       | High School     |                 |                 |                   |                   |                    |
|  |                               |                 |                               | Research        | Admin           | Research        | Admin           |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| <b>1. HR</b>   |                               |                 |                               |                 |                 |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| E-SPARC (via Blackboard)   | 1 per year                    | X               | Check with college            | X               | X               |                 |                 |                  | X               |                 |                 |                 |                 |                   |                   |                    |
| Workplace Violence Prevention (via Blackboard)                         | 1 per year                    | X               | Check with college            | X               | X               |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Orientation  | once                          | X               |                               | X               | X               |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Information Session  | once                          | X               |                               | X <sup>13</sup> | X <sup>13</sup> |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Active Shooter (via RFCUNY.org)  | 1 per 2 years                 |                 |                               |                 |                 | X               | X               |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Bullying and Violence in the Workplace (via RFCUNY.org)                | 1 per 2 years                 |                 |                               |                 |                 | X               | X               |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Workplace Violence Prevention (via RFCUNY.org)                         | 1 per year                    |                 |                               |                 |                 | X               | X               |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Title IX for Higher Education (via RFCUNY.org)                         | 1 per year                    |                 |                               |                 |                 | X               | X               |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| FICA or SPRINTAX exemption request (via CUNYfirst)                     | 1 per semester                |                 |                               |                 |                 |                 |                 |                  | X               |                 |                 |                 |                 |                   |                   |                    |
| Title IX   | once                          |                 |                               |                 |                 |                 |                 |                  | X               |                 |                 |                 |                 |                   |                   |                    |
| <b>2. Ethics and Compliance</b>  |                               |                 |                               |                 |                 |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| J-COPE - Online Ethics Orientation (OEO)                               | once                          | X <sup>1</sup>  | Check with college            | X <sup>1</sup>  | X <sup>1</sup>  |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| J-COPE - Comprehensive Ethics Training Course (CETC)                   | once                          | X <sup>1</sup>  | Check with college            | X <sup>1</sup>  | X <sup>1</sup>  |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| J-COPE - Ethics Seminar/Refresher Training                             | 1 per 3 years                 | X <sup>1</sup>  | Check with college            | X <sup>1</sup>  | X <sup>1</sup>  |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| <b>3. Research Compliance</b>  |                               |                 |                               |                 |                 |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Responsible Conduct of Research - online CITI course                   | 1 per 4 years                 | X               | X                             | X               |                 | X               |                 | X                | X               | X               |                 |                 |                 |                   |                   |                    |
| Responsible Conduct of Research - In person training                   | 1 or 1 per year <sup>12</sup> | X <sup>2</sup>  | X <sup>2</sup>                | X <sup>2</sup>  |                 | X <sup>2</sup>  |                 | X <sup>2</sup>   | X               |                 |                 |                 |                 |                   |                   |                    |
| Responsible Conduct of Research - campus specific training             | COMING SOON                   | X               | X                             | X               |                 | X               |                 | X                | X               | X               |                 |                 |                 |                   |                   |                    |
| Conflict of Interest - online CITI course                              | 1 per 4 years                 | X               | X                             | X               |                 | X               |                 | X                |                 |                 |                 |                 |                 |                   |                   |                    |
| Institutional Review Board - Human Subjects (IRB) - online CITI course | 1 per 4 years                 | X <sup>3</sup>  | X <sup>3</sup>                | X <sup>3</sup>  |                 | X <sup>3</sup>  |                 | X <sup>3</sup>   | X <sup>3</sup>  | X <sup>3</sup>  |                 |                 |                 |                   |                   |                    |
| IACUC - online CITI course   | 1 per 4 years                 | X <sup>4</sup>  | X <sup>4</sup>                | X <sup>4</sup>  |                 | X <sup>4</sup>  |                 | X <sup>4</sup>   | X <sup>4</sup>  | X <sup>4</sup>  |                 | X <sup>4</sup>  | X <sup>4</sup>  | X <sup>4</sup>    |                   |                    |
| Export Control   | COMING SOON                   | X               | X                             | X               |                 | X               |                 | X                | X               | X               |                 |                 |                 |                   |                   |                    |
| <b>4. Safety</b>   |                               |                 |                               |                 |                 |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Fire Safety  | 1 per year                    | X               | X                             | X               | X               | X               | X               | X                | X               | X               | X               | X               | X <sup>6</sup>  | X                 | X                 | X <sup>9</sup>     |
| Active Shooter   | COMING SOON                   | X               | X                             | X               | X               | X               | X               | X                | X               | X               | X               | X               | X               | X                 | X                 | X                  |
| General Laboratory Safety  | 1 per 3 years                 | X <sup>5</sup>  | X <sup>5</sup>                | X <sup>5</sup>  |                 | X <sup>5</sup>  |                 | X <sup>5</sup>   | X <sup>5</sup>  | X <sup>5</sup>  | X <sup>5</sup>  | X <sup>5</sup>  | X <sup>6</sup>  | X <sup>5</sup>    | X <sup>5</sup>    | X <sup>5</sup>     |
| Biosafety - (General, Select Agents, BSL2, Biosafet Cabinets)          | once                          | X <sup>7</sup>  | X <sup>7</sup>                | X <sup>7</sup>  |                 | X <sup>7</sup>  |                 | X <sup>7</sup>   | X <sup>7</sup>  | X <sup>7</sup>  | X <sup>7</sup>  | X <sup>7</sup>  | X <sup>7</sup>  | X <sup>7</sup>    | X <sup>7</sup>    | X <sup>7</sup>     |
| Laser Safety   | 1 per 3 years                 | X <sup>10</sup> | X <sup>10</sup>               | X <sup>10</sup> |                 | X <sup>10</sup> |                 | X <sup>10</sup>  | X <sup>10</sup> | X <sup>10</sup> | X <sup>10</sup> | X <sup>10</sup> | X <sup>10</sup> | X <sup>10</sup>   | X <sup>10</sup>   | X <sup>10</sup>    |
| Radiation Safety   | 1 per year                    | X <sup>11</sup> | X <sup>11</sup>               | X <sup>11</sup> |                 | X <sup>11</sup> |                 | X <sup>11</sup>  | X <sup>11</sup> | X <sup>11</sup> | X <sup>11</sup> | X <sup>11</sup> | X <sup>11</sup> | X <sup>11</sup>   | X <sup>11</sup>   | X <sup>11</sup>    |
| C-14 FDNY training (AIP)   | once                          | X <sup>14</sup> | X <sup>14</sup>               | X <sup>14</sup> | X <sup>14</sup> | X <sup>14</sup> | X <sup>14</sup> | X <sup>14</sup>  | X <sup>14</sup> | X <sup>14</sup> | X <sup>14</sup> | X <sup>14</sup> | X <sup>14</sup> | X <sup>14</sup>   | X <sup>14</sup>   | X <sup>14</sup>    |
| Cryogenic Safety   | once                          | X <sup>15</sup> | X <sup>15</sup>               | X <sup>15</sup> |                 | X <sup>15</sup> |                 | X <sup>15</sup>  | X <sup>15</sup> | X <sup>15</sup> | X <sup>15</sup> | X <sup>15</sup> | X <sup>15</sup> | X <sup>15</sup>   | X <sup>15</sup>   | X <sup>15</sup>    |
| N2 fill station  | once                          | X <sup>16</sup> | X <sup>16</sup>               | X <sup>16</sup> |                 | X <sup>16</sup> |                 | X <sup>16</sup>  | X <sup>16</sup> | X <sup>16</sup> | X <sup>16</sup> | X <sup>16</sup> | X <sup>16</sup> | X <sup>16</sup>   | X <sup>16</sup>   | X <sup>16</sup>    |
| Formaldehyde Standard  | once                          | X <sup>17</sup> | X <sup>17</sup>               | X <sup>17</sup> |                 | X <sup>17</sup> |                 | X <sup>17</sup>  | X <sup>17</sup> | X <sup>17</sup> | X <sup>17</sup> | X <sup>17</sup> | X <sup>17</sup> | X <sup>17</sup>   | X <sup>17</sup>   | X <sup>17</sup>    |
| Methylene Chloride Standard  | once                          | X <sup>18</sup> | X <sup>18</sup>               | X <sup>18</sup> |                 | X <sup>18</sup> |                 | X <sup>18</sup>  | X <sup>18</sup> | X <sup>18</sup> | X <sup>18</sup> | X <sup>18</sup> | X <sup>18</sup> | X <sup>18</sup>   | X <sup>18</sup>   | X <sup>18</sup>    |
| Waste Managent (Bio, Chemical, Radioactive, Universal Waste)           | once                          | X <sup>19</sup> | X <sup>19</sup>               | X <sup>19</sup> | X <sup>19</sup> | X <sup>19</sup> | X <sup>19</sup> | X <sup>19</sup>  | X <sup>19</sup> | X <sup>19</sup> | X <sup>19</sup> | X <sup>19</sup> | X <sup>19</sup> | X <sup>19</sup>   | X <sup>19</sup>   | X <sup>19</sup>    |
| OSHA Working From Heights (Ladder, Fall protection)                    | once                          | X <sup>20</sup> | X <sup>20</sup>               | X <sup>20</sup> | X <sup>20</sup> | X <sup>20</sup> | X <sup>20</sup> | X <sup>20</sup>  | X <sup>20</sup> | X <sup>20</sup> | X <sup>20</sup> | X <sup>20</sup> | X <sup>20</sup> | X <sup>20</sup>   | X <sup>20</sup>   | X <sup>20</sup>    |
| OSHA Respiratory   | once                          | X <sup>21</sup> | X <sup>21</sup>               | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup>  | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup>   | X <sup>21</sup>   | X <sup>21</sup>    |
| <b>5. Occupational Health</b>  |                               |                 |                               |                 |                 |                 |                 |                  |                 |                 |                 |                 |                 |                   |                   |                    |
| Eye Exam (class 3B and 4 lasers only)                                  | 1 (follow up after exposure)  | X <sup>6</sup>  | X <sup>6</sup>                | X <sup>6</sup>  |                 | X <sup>6</sup>  |                 | X <sup>6</sup>   | X <sup>6</sup>  | X <sup>6</sup>  | X <sup>6</sup>  |                 |                 |                   |                   |                    |
| Physical Exam (animal handlers)  | once                          | X <sup>4</sup>  | X <sup>4</sup>                | X <sup>4</sup>  |                 | X <sup>4</sup>  |                 | X <sup>4</sup>   | X <sup>4</sup>  | X <sup>4</sup>  | X <sup>4</sup>  | X <sup>4</sup>  | X <sup>4</sup>  |                   |                   |                    |
| Health Questionnaire Review (animal handlers)                          | 1 per year                    | X <sup>4</sup>  | X <sup>4</sup>                | X <sup>4</sup>  |                 | X <sup>4</sup>  |                 | X <sup>4</sup>   | X <sup>4</sup>  | X <sup>4</sup>  | X <sup>4</sup>  | X <sup>4</sup>  | X <sup>4</sup>  |                   |                   |                    |
| Respiratory Medical  | 1 per year                    | X <sup>21</sup> | X <sup>21</sup>               | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup>  | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup> | X <sup>21</sup>   | X <sup>21</sup>   | X <sup>21</sup>    |

<sup>1</sup> Policy Makers and/or meeting minimum income threshold

<sup>2</sup> Mandatory for Post-doctoral Researchers and Graduate Students enrolled at GC. Strongly recommended for all faculty, research staff, and all other students.

<sup>3</sup> If human research subjects

<sup>4</sup> If animal research subjects

<sup>5</sup> If working in laboratories

<sup>6</sup> If working in laboratories. Additional facility specific training may be required

<sup>7</sup> If classified as biosafety level 2

<sup>9</sup> If spending more than 1 month at the ASRC

<sup>10</sup> If using Class 3B or Class 4 lasers at the ASRC

<sup>11</sup> If working with radio isotopes at the ASRC

<sup>12</sup> Required 1 per year if receiving PHS funding, including NIH. All others require to complete 1 time only.

<sup>13</sup> Full-time employees only

<sup>14</sup> For those requesting or requiring a C-14 for the ASRC address

<sup>15</sup> Those who use cryogenic liquids or require to use the N2(I) fill station

<sup>16</sup> If ever have to use the N2 fill station at the ASRC

<sup>17</sup> If working with formaldehyde

<sup>18</sup> If working with methylene chloride

<sup>19</sup> If working with hazardous waste at the ASRC

<sup>20</sup> If working from heights at the ASRC or using rooftop hoist

<sup>21</sup> If any work requires the use of a respirator at the ASRC