

TRAINING CHECKLIST FOR NEW LAB PERSONNEL
(updated 07/22/2021)

NEW BEGINNINGS ORIENTATION (PEAK)

- To prevent the community spread of COVID-19 and all in-person New Beginnings Orientations (NBO) have been canceled and temporarily replaced with mandatory online modules until further notice.

1. Mandatory Online Modules: New Hire Learning Plan Fall 2020

1. New Hire Mandatory Education Module 2020
2. MSHS | Annual Core Education (ACE) | 2020
3. MSHS | Sexual Harassment Awareness | 2020
4. Information Security and Confidentiality: Annual HIPAA Education
5. MSHS | New Employee Electronic Binder 2020

**For a complete list of all Mount Sinai Health System policies and/or if you need more information regarding any specific policy, please visit [PolicyTech](#). For instructions on how to access PolicyTech, please refer to the [tip sheet](#)*

Upon completion of **all 5 modules**, a certificate will be generated for your employee. **It is the Fund Admin's responsibility to ensure that the New Employee Training – MSHS certificate of completion is placed in your employee's file.** This certificate serves as a record of your employee(s) completing orientation, in place of the blue 'New Beginnings Inventory Form.' Your new employee has been instructed to provide you with this document which can be printed directly from PEAK (Please see below).



2. ID Badge Pick-up

Employees can pick up their ID badge at the security office located in the lower level of Annenberg. Employees working in Hess will email Winter Slaughter or Nora McLaughlin to request keycard access to the Hess elevators.

3. New Beginnings In Your Department (NBIYD) Checklist

On your employee's first day at work, please complete the NBIYD Checklist with your employee to ensure that they are properly oriented and aware of the policies, protocols and procedures specific to your department. **Please ensure a signed and dated copy of this document ([Click here for the checklist](#)) is placed in your employee's file.** [NBdepartment.pdf \(taleo.net\)](#)

LABORATORY ORIENTATION CHECKLIST (Paper Checklist)

__ Training must be conducted in the lab. Print out the Laboratory Orientation Checklist and review with your PI OR Lab Manager, sign, maintain a copy in the lab manual and provide a PDF copy to Fund Admin.

LABORATORY SAFETY ONLINE TRAININGS (PEAK AND CITI)

<http://intranet1.mountsinai.org/compliance/envhs/labSafetyTraining.asp>

1. Visit [PEAK](#) to take the required annual training courses.
2. Register/Log in to SECTOR https://labcliq.com/l/mount_sinai/ - this is the online portal which EHS uses to track everything related to the lab, including trainings. Please note that training records may take up to 24 hours to update in SECTOR after you have completed the training course.
<http://intranet1.mountsinai.org/compliance/envhs/sector.asp>
3. For technical support or if you have any questions regarding your safety training, please contact Mount Sinai Environmental Health and Safety at AskEHS@mssm.edu or by calling x4SAFE.

LAB SAFETY ONLINE TRAININGS (ALL RESEARCHERS) - Mandatory

Basic Laboratory Safety (EHS104)

__ Complete the online training. Take the quiz, print the certificate and 1. Save a copy in the lab manual and 2. Provide a copy to the Department Admin Office. **Required Population:** All Researchers **Summary:** This course will review the basics of the following topics: Safety Departments, Chemical Hygiene Plan, Personal Protective Equipment (PPE), Safety Equipment, Spills and Leaks, Dark Rooms, Food and Drink in labs, Safety Data Sheets, Chemical Labeling and Storage, Hazardous Waste

Hazard Communication and GHS (EHS116)

__ Complete the online training. Take the quiz, print the certificate and 1. Save a copy in the lab manual and 2. Provide a copy to the Department Admin Office. **Summary:** This powerpoint training will review the Hazard Communication Standard, Global Harmonized System (GHS), hazard classifications, proper chemical labeling and Safety Data Sheets (SDS).

Personal Protective Equipment (EHS124)

__ Complete the online training. Take the quiz, print the certificate and 1. Save a copy in the lab manual and 2. Provide a copy to the Department Admin Office. **Summary:** This course will review the personal protective equipment program, which is designed to protect Mount Sinai employees from hazards which cannot otherwise be controlled. The topics covered include eye/face protection, head protection, hearing protection, foot protection, hand protection and body protection.

Laboratory Hazardous Waste Management (EHS213)

__ Complete the online training. Take the quiz, print the certificate and 1. Save a copy in the lab manual and 2. Provide a copy to the Department Admin Office. **Summary:** This course will review Agencies, Regulations and Penalties; Define and Characterize Hazardous Waste; Management of Hazardous Waste; Define other regulated waste streams; Safety Data Sheets; and Emergency Contact information.

Principles of Biosafety (EHS220)

__ Complete the online training. Take the quiz, print the certificate and 1. Save a copy in the lab manual and 2. Provide a copy to the Department Admin Office. **Summary:** This course will serve to acquaint you with some of the principle concepts and terminology found in Biosafety, and present the basic practices to use to protect yourself from the hazards of handling biological agents. It is administered by the Biosafety Officer, who can be reached at 212-241-5169. For more information about the Institutional Biosafety Program, see <http://icahn.mssm.edu/research/resources/institutional-biosafety-program>

Bloodborne Pathogens and Exposure Control in Research Settings

__ Complete the online training. Take the quiz, print the certificate and 1. Save a copy in the lab manual and 2. Provide a copy to the Department Admin Office. **Summary:** This course is a required component of the OSHA Standard 29 CFR 1910.1030. If you have any questions after reviewing this material you can call the Biosafety Officer to go over this material one-on-one.

Additional, job-specific trainings may be required due to your role within the lab – please review the Research Training Matrix here to determine which additional trainings may be needed:

<http://intranet1.mountsinai.org/compliance/envhs/labSafetyTraining/Research%20Training%20Matrix%202020.jpg>

MANDATORY ANNUAL EDUCATION FOR ALL HEALTH SYSTEM FACULTY AND STAFF TRAININGS

Peak → Training Catalog → Online Courses → Annual Mandatory Education

Complete the online training. Take the quiz, print the certificate and 1. Save a copy in the lab manual and 2. Provide a copy to the Department Admin Office.

ADA MODULE 1 - Access For All | People with Disabilities and the Mount Sinai Health System 2020

Information Security and Confidentiality: Annual HIPAA Education

Mount Sinai Core Compliance 2020

MSHS | Annual Core Education (ACE) | 2020

MSHS | Armed Intruder/Active Shooter | 2020

MSHS | Emergency Management Annual Core Competency Training For All Staff | 2020

MSHS | Sexual Harassment Awareness | 2020

OCCUPATIONAL HEALTH AND SAFETY FORMS (Sinai Central)

To ensure appropriate monitoring of employee occupational health and safety, an annual survey is required to be completed (Part A to be completed by Principal Investigator, Part B to be completed for themselves and each member of their staff). We are aware that there are several form B(s) listed on Sinai Central in the draft, pending or incomplete status. They have not been submitted to Employee Health or IBO as required.

Please ensure that all personnel have completed the Occupational Health and Safety Questionnaire (OHSQ) and submitted via Sinai Central.

Instructions may be found at: <https://sinaiknowledge.mssm.edu/instructions/ess/ohsq-form>

For questions and assistance contact Employee Health Services at [212-824-7690](tel:212-824-7690)

Mount Sinai Employee Health Services

19 East 98th Street, 2nd Floor, Room 2D

New York, NY 10029

Office [212-824-7690](tel:212-824-7690)

FAX [212-426-7704](tel:212-426-7704)/ Alt Fax [212-824-2356](tel:212-824-2356)

employee.health@mountsinai.org

or

IACUC: IACUC@mssm.edu

CITI TRAINING (Mandatory)

In an effort to ensure i) compliance with federal requirements that all personnel involved in research utilizing animals has been trained, ii) such training be documented, and iii) to avoid a mandatory deficiency citation from the institutional accreditation body AAALAC International, the Institutional Animal Care and Use Committee is requiring that all Principal Investigators (Pis) and their laboratory personnel complete a species specific module related to their research in CITI Program

Required

-*Rigor and Reproducibility and Ethical Behavior in Biomedical Research (Principal Investigators)*

-*Species Specific Module (Principal Investigators and their research personnel)*

Effective August 1, 2019 any faculty member and their staff who submits an IACUC protocol will have to show completion of the required module(s). Failure to do so will result in delay of review of your protocol.

Directions for completion of the module(s) are provided below. Please let us know if you have any problems in completing the modules.

HOW TO COMPLETE A CITI MODULE:

Visit: <https://www.citiprogram.org>

If you need to create a new account:

1. Click **Log In** (top right of the window)
2. Click "**LOG IN THROUGH MY INSTITUTION**"
3. Scroll and select "[Icahn School of Medicine at Mount Sinai](#)"
4. Type in your Mount Sinai Email Address and Password
5. Select "**I don't have a CITI Program account and I need to create one.**"
6. Click "**Create a New CITI Program Account**"

If you already have a CITI account:

1. Click **Log In** (top right of the window)
2. Click "**LOG IN THROUGH MY INSTITUTION**"
3. Scroll and select "[Icahn School of Medicine at Mount Sinai](#)"
4. Type in your Mount Sinai Email Address and Password
5. Select "**I already have a CITI Program account.**"
6. Enter your existing Username and Password to link your account to your Mount Sinai credentials.

To add the new, required course:

On your Profile page, in the "My Learner Tools for Icahn School of Medicine at Mount Sinai" section:

1. Click "**Add a Course**"
2. Scroll to select the course: **Rigor, Reproducibility and Ethical Behavior in Biomedical Research**
3. **Scroll to select the species specific course related to your research (e.g., Working with Mice in Research)**
4. Click "**Submit**"
5. Take course

Courses to be completed in Citi:

1. Rodent and Rabbit Users
2. Working with Mice in Research
3. Working with Rats in a Research Setting
4. Working with Rabbits in a Research Setting

Updating your profile so that the CITI syncs with eIACUC.

See how to update profile instructions below. All three must be done, otherwise training info will not flow through to eIACUC. To ensure accurate transfer of training and certifications data to eIACUC please update all your profiles in the following areas:

1) CITI PROGRAM CITI Program <https://about.citiprogram.org/en/homepage/>
Login through My Institution > Icahn School of Medicine at Mount Sinai Link > Enter your SSO (Single Sign On) Credentials > Top right corner, click the drop down on your name, select profiles > Under Institutional Profiles, Icahn School of Medicine at Mount Sinai, Edit Profile > Locate employee Number > Add your Life # > Scroll to the bottom of the page, click update. If you need additional Information/Assistance please submit your request to esupport@mssm.edu

2) eIACUC: eIACUC.mssm.edu > Top Right Side go to my Profile > Edit Experience (all team members must do this) If having trouble logging in, it may be because user has not been added to the system. To add a new person and complete the form. Use Sinai email (not personal one). May take 24 / 48 hours to update. <http://osticket.mssm.edu/support/>

3) SINAI CENTRAL: Update profile on Sinai Central <https://sinaicentral.mssm.edu/>
Use Mount Sinai email only as your PRIMARY email. Do not use personal email accounts as your primary email.
Log on > Personal Profile > Sinai1 Profile

SINAI CENTRAL PROCUREMENT SYSTEM

Sinai Central is our financial central system, where you can place orders, submit for reimbursement and access payroll etc.

__Go to <http://sinaiknowledge.mssm.edu/training/schedule>

Sign up for the next “[Basic Financial Transactions \[17-BFT0123\]](#)” & “Sinai Central Procurement [17-PR0123]” classes.

1. Set up your Sinai1 Profile

- Log in

- Personal Profile

- Sinai1 Profile

- Complete each tab: Name (required), Contact Info (required), Absence Contact, Bio
Under Contact Info: Make sure to input the mailing address/delivery address
Under Mailbox, if your lab is located in Hess, use box # 1639

SINAI CLOUD

Log In Page: <https://eijs.fa.us6.oraclecloud.com/>

Using Sinai Cloud: <http://mshsintranet.mountsinai.org/MSHSCloud/>

Sinai Cloud Trainings: <http://mshsintranet.mountsinai.org/MSHSCloud.aspx?id=45977>

Set up your direct deposit

View Paystubs

Access Annual Tax Withholding (W-4)

Submit Time and Absence

Review Time Balances

C-14 CERTIFICATE OF FITNESS (mandatory for everyone, except if only couple of months in lab)

__ Follow directions to become C-14 approved by FDNY if needed. Instructions can be found at:

http://intranet1.mountsinai.org/compliance/envhs/fdny_cert_fitness.asp

If you have a PhD, MD, Master's Degree, or Bachelor's degree with at least two years lab experience post-degree – you can apply for the alternative issuance procedure. The instructions are attached as well as can be found at the following FDNY link: <https://www1.nyc.gov/nycbusiness/description/cof-c14/apply>

Please note that if you have a degree from outside the US, the FDNY will ask that an FDNY approved translation service be used to provide a certificate of evaluation for the degree. FDNY has provided a list of those approved foreign degree evaluation services in the following

link: <http://www1.nyc.gov/assets/fdny/downloads/pdf/business/foreign-education-evaluation.pdf> We have been pretty happy using Globe Language Services, Inc. They are located in NYC.

Applicants without sufficient degree or experience can still apply for CoF, but they will be required to apply in Brooklyn and take the FDNY C-14 Exam.

Part of the application process is the completion of the attached Employee Affirmation. The Affirmation will need to be notarized. I have attached a list of notaries available at Sinai. You can email anyone to coordinate scheduling a notarization. Alternatively, I believe any bank or post office will have a notary.

The application requires applicant to pay \$25.00 fee at the time of the test (there are additional fees when using a credit card).

You can check with the Neurology Department or Dr. Yue to see about being reimbursed for the any fees associated with the C14 license application.

EnvHS now requires that ALL C-14 holders upload proof of certification to PEAK. When you receive your C14 license, log on at https://labcliq.com/l/mount_sinai/ and follow the C-14 sub-link. They will then let you know when your certification expires, etc.

ANIMAL CARE ACCESS

___ Being Added to Animal Protocol

[elACUC](#) - Animal protocols are listed – these are confidential and should not be shared with anyone.

___ Submit Request to CCMS

Information regarding our CCMS (Center for Comparative Medicine and Surgery) facilities can be found here:

<http://icahn.mssm.edu/research/ccms>

1. CCMS Vivarium Access Request

Submit the following form: <https://erap.mssm.edu/Public/CCMSVivariumAccessRequest.aspx>

For volunteers: under life number put “volunteer”

2. Email CCMS

Contact Chineta Pullin (with CCMS) (chineta.pullin@mssm.edu) and provide the following information for obtaining training materials:

- a. Name
- b. Life No.
- c. CCMS Vivarium Access Request ID# - provided after filling out the online form above.
- d. Gmail account for training Videos and Quizes – this is in lieu of in person training during COVID.
- e. Animal Protocol # Employee is added to
- f. Answer the following additional questions, Are you on the protocol? What species will you be handling? How much live animal handling experience do you have with the species you will be handling? Which animal facility will you need access?

3. Schedule Walk Through with CCMS

You must have a walkthrough of the animal facility where you're animals are kept. This will be possible after the classroom / online training.

Once COVID has lifted, CCMS will contact you and schedule the next classroom session which runs weekly. At the classroom session they will give you access to an online training program, presented by an outside association. You may also have to take a wet lab course on your animal species especially if you are working with a new species.

Electronic Lab Notebook

The LabArchives' ELNs are secure, cloud-based software designed to replace paper notebooks. All files, images, attachments, and other forms of data entered into your ELN is immediately backed up and protected in an encrypted format. The Single-Sign-On system also allows you to login into your ISMMS ELN accounts using your Mount Sinai login credentials.

The first step is to create your ISMMS ELN account by [clicking here](#) or use the link below to create your new ISMMS ELN account. As an institutional policy, all ELNs must be owned by a PI (Faculty member). We recommend that each PI create ELNs for their staff as well as develop and discuss your lab-specific ELN use and sharing policies. If, as a PI, you elect for your lab personnel to create their own ELNs, the ownership of the new ELNs must be transferred to you immediately (within 24-48 hours). To understand different access levels and privileges, [please click here](#) or use the link below. To learn how to transfer ownership, [please click here](#) or use the link below. If you are not a PI and want to create your own ELN, please discuss your lab specific requirements with your PI and immediately transfer the ownership as required.

ISMMS ELN Sign-up Link

https://shib.labarchives.com/select_institution

User Roles and Privileges

<https://labarchives.kayako.com/Knowledgebase/Article/View/342/0/602-user-roles-and-privileges>

Ownership Transfer

<https://labarchives.kayako.com/Knowledgebase/Article/View/362/0/608-transferring-ownership-of-a-notebook>

If you have trouble setting up an ELN account or have technical issues using any features, please contact LabArchives at (800) 653-5016 or support@labarchives.com.

MSSM Email Account

Wifi Network OnCampus

Academic Computing – 212-241-7091

Call them for any issues with computer access, wifi issues or problems with signing on to Sinai Central for the first time.

- VPN Access <https://wiki.mssm.edu/display/DS/VIP+Two-Factor+Setup>

-On-Campus Wifi setup for personal computers, smartphones

1. Wifi network name = MountSinaiGuest – accept the terms of agreement

2. Wifi network name= MSMC-green

-User ID= MSSMcampus\ (insert username)

-Password= current password

Password Reset

You can now “Unlock” your network account or “Reset” your own password without having to call the IT Service Desk.

Access the Password Manager Tool by logging into <https://passwordreset.mountsinai.org> or by double-clicking on the Password Reset icon located on the Desktop Application Launcher.

If you are locked out of your PC and need to reset your password, you can use your smartphone or a Kiosk PC.

Please refer the **Self-Service Password Manager Tool Guide** on how to reset and unlock password on your own

Remember, before you can use Password Manager to unlock your account or reset a password (whether known or forgotten), you *must* set up your security questions and answers

Steps to Register and Set up Security Questions in Password Manager Tool

1. Visit <https://passwordreset.mountsinai.org>

2. Access the **Self-Service Password Manager Tool Guide** (Pages 5 through 12) to register & set up the security questions

3. Have questions or need assistance ? Please contact the IT Service Desk

Other useful MSHS Self Service Portal Links

MSHS IT Service Desk Intranet Main Site

http://mshsintranet.mountsinai.org/IT/IT_Service_Desk/

MSHS Self-Service Portal Guide

Microsoft OneDrive Cloud Storage Account

[Login.microsoftonline.com](https://login.microsoftonline.com)

In an effort to expand capabilities, integrate better with Office 365 products, and reduce complexities in the Sinai security model, the IT Messaging Engineering department has migrated to OneDrive for Business. If you have any questions, please review our [Frequently Asked Questions](#)

Read the supporting documentation, including the user guide, which can be found here: [User Guide](#) – including accessing and using OneDrive and creating and sharing folders

The first training session generated in this [Box and OneDrive training video](#)

OneDrive:



Onedrive is a separate entity and is by provision basis only via sailpoint. If you require Onedrive access, please see below on how to request it.

Requesting access to One Drive:

Login to <http://sailpoint.mountsinai.org> using your Sinai email address and network password.

1. Select Request Access



2. Select the  next to your name if requesting for yourself. If for someone else, you will need to search for them in the search users field and then when found, click on the  next to the name

Choose one or more people to begin the request

Tips:

- Search for people by last name or life number.
- If the listed manager is incorrect, do not make a request - instead read [instructions for updating manager](#)

Search Users

3. Once a name has been selected, Click on the Manage Access Box to proceed

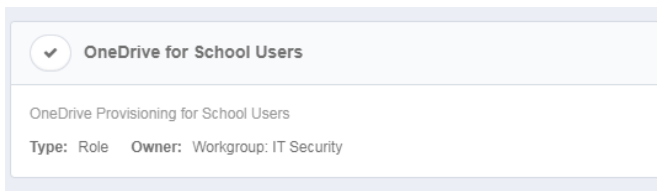
Manage Access

4. In Search by Keyword, type **OneDrive for School Users**

Search By Keywords ▾ OneDrive for School Users




5. Once you see the folder for the click on the 



Please be advised that a pop up box may appear if there is more than one network account attached to the end user. Please select the account that would apply (school or hospital)

6. Select the  button

7. If everything looks good, then press the  to submit your request.

Zoom

You can access Zoom through: <https://mssm.zoom.us/>

Click – Sign In – use your Mount Sinai SSO (single sign on) username and password.

You can also sign up for a **free** Basic Zoom account at <https://zoom.us/pricing>. Basic accounts offer the following features and limitations:

<u>Zoom Basic Account * FREE *</u>
Host up to 100 participants Unlimited 1 to 1 meetings 40 mins limit on group meetings Unlimited number of meetings Online support Video Conferencing Features HD video HD voice Active speaker view Full screen and gallery view Simultaneous Screen Share Join by telephone call-in Virtual Background Web Conferencing Features Group Collaboration Features Security

GCO / eRA Commons

1. eRA Commons

Please let your Fund Admin know if you have an eRA Commons set up through a different institution so that your Fund Admin can work with GCO (Grants and Contracts Office) to link your eRA Commons with Mount Sinai.

2. Financial Conflict of Interest

Mandatory Financial Conflict of Interest in Research (FCOIR) training to be completed in PEAK.

Every person named on a research grant application is required to complete FCOIR training every four years. This includes Investigators (PI, CoPI), Senior/Key Personnel, anyone who is responsible for the design, conduct, or reporting of the research. This may include collaborators, consultants, students, technicians, postdoctoral fellows or others, and other key personnel. Please review your training expiration date (located on your Investigator Form) so that you know when you are approaching the four-year limit and must re-take the training. We recommend doing your CITI retraining at least one month in advance of your expiration date to avoid delays in the grant application process and to ensure compliance with Federal regulations.

As of May 18, 2020, the Financial Conflicts of Interest in Research training course has transitioned from PEAK to CITI Program (www.citiprogram.org). In the CITI Program site, be sure to add your Mount Sinai email address and life number to your institutional profile so your certification dates are added to your project in Sinai Central. For questions or concerns, please contact the Office of Industry Engagement and Conflicts of Interest at Conflicts.of.Interest@mssm.edu or 212-241-0845.

3. eIACUC Training

PEAK.mountsinai.org → Online Courses → Functional → Research → eIACUC Training Videos

PEAK – eIACUC training videos (20 min course with 13 videos)

PEAK – eIACUC online training (select dates available to attend)

4. InfoEd Training

<http://osticket.mssm.edu/support/index.php>

<http://osticket.mssm.edu/support/kb/faq.php?id=6>

How do I get access to InfoEd?

1. Complete the InfoEd eLearning training Demo 1 (Required) in PEAK

It's Mount Sinai/GCO's policy that you must attend a training session on using InfoEd before we can grant you access to the system. <http://osticket.mssm.edu/support/pages/infoed-and-ideate-schedule-of-classes-and-open-help>

InfoEd Proposal Development training will be available as PEAK On Demand eLearnings..

PEAK.mountsinai.org → Online Courses → Functional → Research

InfoEd eLearnings consist of the following four Demonstrations on PEAK:

Demo 1: (Required) InfoEd Proposal Development Demo 1 / Creating a New Record (General Concepts)

Demo 2: Setting Up a Non-Competitive Continuation (Optional)

Demo 3: Completing a Budget Tab (Optional)

Demo 4: Setting up a New NIH Application (S2S Submission) (Optional)

NOTE: Demo 1 is required by all users looking to obtain InfoED access to create or edit a proposal.<

2. Requesting Access:

At the end of the eLearning training **Demo session 1(Required)**, *Please follow the instructions to request access and we will assist you by setting up an InfoEd Profile which uses Mount Sinai SSO Username and Network password or we will update your InfoEd Profile with the correct credentials if you have an existing profile in the system.*

<http://osticket.mssm.edu/support/index.php>

Open a New Ticket

InfoEd / New User Request

Complete form

Create Ticket

Adding a delegate:

Log-in, go to "My profile" then "edit" and click on "delegates".

You can then click "Add" and then type in name.

Once it opens up, make sure you click all the boxes available for the Delegate so they can get full access to the application.

INTRANET and additional Helpful Links

<http://mshsintranet.mountsinai.org/mshhome.aspx?id=19955>

http://intranet1.mountsinai.org/msmc/services_toc.asp

<http://recreation.mountsinaihealth.org/>

HR FAQs

Probationary Period:

Non-Exempt (weekly) = 3 months from date of hire

Exempt (bi-weekly) = 6 months from date of hire