

## Training Instructions

What training do I need to complete before I can work in the laboratory?

- **Laboratory Safety Essentials online training course**
- **Creating an iRIS Account**

Your PI will advise which additional training you might need depending on what agents are being handled in your lab and whether or not they are being shipped. Speak with your PI and Safety Services to determine the appropriate courses.

### **Instructions to request LSE training course assignment:**

Email Rebekah Johnson with Safety Services @ [Rebekah.johnson@ttuhsc.edu](mailto:Rebekah.johnson@ttuhsc.edu) with the following information:

- Subject: LSE Training Course Assignment.
- A brief description of the reason you need to complete LSE training.
- Your Name.
- TTUHSC Email address.
- R#
- Your PI and/or labs you'll be working in.

### **Instructions to create an iRIS Account:**

You should have created your iRIS account in order to be added to an IBC license (see iRIS FAQ sheet). Once you complete your training course, you may upload your training completion certification to your iRIS account by following these steps:

iRIS > My Profile > My Account > Training History > Add a New Document > Save Uploaded file.

Email [IBC@ttuhsc.edu](mailto:IBC@ttuhsc.edu) if you have any questions. At this time, the study personnel may submit the proper form in iRIS to add you to the IBC license.

**According to federal regulations and institutional policy, training must be completed before PI's submission is approved, and before you can work in lab. The IBC will notify your PI in writing when you can begin working in your designated laboratory.**