



University at Buffalo
The State University of New York

Safety Module Training Setup

MODULE DESCRIPTION:

The Click Portal Safety module provides a way for researchers to identify any hazardous materials – Biosafety, Radiation, Chemicals, and Stem Cells - that will be part of an experimental protocol. The Safety module ensures that all potential research hazards are reported, reviewed, and in compliance with all local, state, and federal regulations.

The Environment, Health and Safety (EHS) department anticipates, recognizes, evaluates and controls all safety hazards at the University while striving to protect human health and the environment.

OBJECTIVES:

- Provide principal investigators, study staff, compliance and research administration staff an overview of the Safety module
- Demonstrate how to:
 - Create a Safety protocol and submit it for review
 - Manage the Safety review process
 - Create and convene Safety committee meetings
 - Communicate the committee's decision to the study team
- Allow the participants to practice with hands-on exercises
- Provide training materials and references that will provide assistance while using the Safety module



TRAINING EXERCISES:

Safety Module Exercises	Role(s)
Navigation Exercises	
• Exercise 1: Log into the Click Safety Module	Any
• Exercise 2: Explore the Inbox	Any
• Exercise 3: Explore the Protocol Workspace	Any
• Exercise 4: Explore the SmartForm Pages	Any
Pre-Submission Exercises	
• Exercise 5: Create a Safety Protocol	Principal Investigator
• Exercise 6: Assign Additional Staff to a Protocol	Principal Investigator
• Exercise 7: Submit a Protocol to Specialist Review	Principal Investigator
Specialist Review Exercises	
• Exercise 8: Assign a Specialist	Safety Specialist
• Exercise 9: Add Reviewer Notes and Request Clarifications	Safety Specialist
• Exercise 10: Respond to a Reviewer Request	Principal Investigator
• Exercise 11: Approve a Protocol Administratively	Safety Specialist
BSO Review Exercises	
• Exercise 12: Send Protocol to BSO Review	Safety Specialist
• Exercise 13: Submit Biosafety Risk Assessment	Biosafety Officer
Member Review Exercises	
• Exercise 14: Send Protocol to Member Review	Safety Specialist
• Exercise 15: Submit Member Review	Safety Committee Member
Ancillary Review Exercises	
• Exercise 16: Set Up Ancillary Reviews	Safety Specialist
• Exercise 17: Submit an Ancillary Review	Ancillary Reviewer
Committee Review Exercises	
• Exercise 18: Send Protocol to Safety Committee Review	Safety Specialist
• Exercise 19: Submit the Committee Review	Safety Specialist
Post-Review Exercises	
• Exercise 20: Prepare and Send Determination Letter	Safety Specialist
• Exercise 21: Suspend an Approved Protocol	Safety Specialist
• Exercise 22: Lift Suspension of a Protocol	Safety Specialist
Committee Meeting Management Exercises	
• Exercise 23: Create a New Meeting	Safety Specialist
• Exercise 24: Run a Meeting	Safety Specialist



TRAINING MATERIALS:

Safety Module Instructor

- Safety Module – Introduction PowerPoint
- Laptop or computer with hardwired Internet connection

Participants

- Safety Module – Exercises
- Safety Module – Sample Protocol
- Work Instructions:
 - Safety Protocol Workflow
 - Create and Submit a Safety Protocol
 - Respond to Clarifications Requested or Reviewer Notes
 - Create and Submit a Follow-On Submission

Equipment and Site Requirements

- LCD Projector
- Screen
- Laptops or computers with hardwired Internet connection (one per participant)

SYSTEM REQUIREMENTS:

User Accounts

Ensure that the following user accounts are created in the system with the necessary roles for training.

Role/User	User Name	Password
Principal Investigator	pi1 – pi25	1234
Safety Administrator Safety Specialist	safety1 – safety25	1234
Biosafety Officer	bso1 – bso25	1234
Committee Member	chair1 – chair25 (chairperson) comm1 – comm25 (committee member)	1234
Ancillary Reviewer	anc1 – anc25	1234



Protocols

Create at least one Biosafety protocol that is in the review process. Ensure the protocol has gone through some reviews so these will appear on the Reviews tab.

Committee and Meeting

1. Log into the site as site administrator.
2. Click the **Meetings** link on the left.
3. Click **Create New Committee** and create the following committee and meeting:

Field Name	Setting
Committee Type:	Institutional Biosafety Committee
Name:	Biosafety Committee
Committee Administrators:	safety1-25
Committee Members:	chair1-25 (chairperson) comm1-25 (committee members)
Meeting Date and Start Time:	Any future date
Location:	University at Buffalo
Meeting Name:	Biosafety Committee Meeting

Library

Ensure that sample documents have been uploaded to the Library tabs for each protocol type.