


## PENN PROFILER INSTRUCTIONS FOR PENN UNDERGRADUATE STUDENTS DOING LAB RESEARCH

### Penn Profiler Screening Questions

- Answering these screening questions will determine which sections of your survey will require additional answers.
- Click the  icon to the right of the question for additional clarifications on the meaning of this question.
- You may change your answers to these questions at any time by using your browser back button, or by choosing to "Start this section over" when taking the relevant section of the survey.
- Click the blue "Continue" button at the bottom of the screen when you have answered all of these questions.

#### 1. Human Subjects Research

Are you either:

- involved in the design, conduct, or reporting of humans subjects research?
- involved in administrative support of the Institutional Review Board (IRB) or an IRB member ?

Yes

No

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



#### 2. Clinical Care

I am a CHOP-based physician and do not perform any clinical work at a Penn Medicine facility.

Yes

No

ANSWER: No



#### 3. Animal Care and Use

Are you a faculty member, staff or student who:

- may work with or care for vertebrate animals used for research, testing, or teaching
- may work with vertebrate animal by-products for research, testing, or teaching
- is a principal investigator on an animal care and use protocol
- may enter areas/facilities that house animals that are used for research, testing, or teaching, but do not work directly with animals

**Please answer NO if you work with animals in a patient setting ONLY (ie. Veterinarian or Veterinary Nurse working only with patients at VHUP). Answer YES if you are involved in research utilizing client-owned animals/patients or their by-products**

Yes

No

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



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### 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 waste, 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.)

### 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](mailto:kimibush@ehrs.upenn.edu)) to discuss this aspect of your research.

### 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 FRES 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.

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## 7. Financial Administration

Many individuals at Penn--even those with non-financial positions--may be responsible for financial tasks. Please review the following examples to see if **ANY** apply to you:

- o you receive cash or checks on behalf of your School/College
- o you will drive a car or other vehicle while on University business
- o you will manage a Petty Cash fund for your area
- o you will be responsible for tracking space usage
- o you will be issued a University Purchasing or Fleet Card
- o you will accept credit card payments from others on behalf of the University
- o ...you will be responsible for tracking equipment purchases

If **ANY** of these items apply to you, please answer this question:

If **NONE** of these items apply to you, please answer this question:

- Yes
- No

## 8. Finance

Will you need access to Penn's General Ledger Accounting System?

- Yes
- No

## 9. Sponsored Projects

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

- o Development of proposal budgets for sponsored projects
- o Provide guidance regarding proposal preparation for sponsored projects
- o Review/Approval proposals for sponsored projects
- o Review/Approval of expenditures for sponsored projects
- o Provide guidance and/or management of sponsored projects
- o Auditing financial accounts of sponsored project(s)
- o Submission of financial invoices/reports to Sponsors
- o Submission of non-financial reports to Sponsors

- Yes
- No

## 10. Development and Alumni Relations

Do the majority of your responsibilities include alumni relations?

- Yes
- No

Continue

Click Continue

Answer NO to questions

7 – 10.

TO THIS QUESTION.

# PENN PROFILER INSTRUCTIONS FOR PENN UNDERGRADUATE STUDENTS DOING LAB RESEARCH

## Penn Profiler: Main Page

You'll be taken to this page next. Click on the "incomplete" sections finish those surveys.

### Alerts

Complete the sections marked **Incomplete**. If all sections are complete, proceed to the next page to finalize your assessment.

### The Survey

[Hide completed sections](#)

#### Human Subjects Research

Completed [Make changes](#)

#### Clinical Care

Incomplete [Continue this section](#)

#### Animal Care and Use

Completed [Make changes](#)

#### EHR Packaging and Shipping

Completed [Make changes](#)

#### Radiation Safety

Completed [Make changes](#)

#### EHR Workplace Safety

Incomplete [Continue this section](#)

See next page for instructions for competing this section

#### Financial Administration

Completed [Make changes](#)

#### Finance

Incomplete [Continue this section](#)

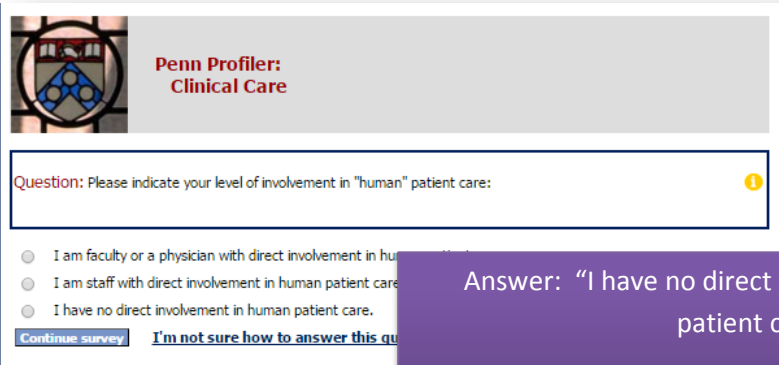
#### Sponsored Projects

Completed [Make changes](#)

#### Development and Alumni Relations

Completed [Make changes](#)

[Continue your survey](#)



**Penn Profiler: Clinical Care**

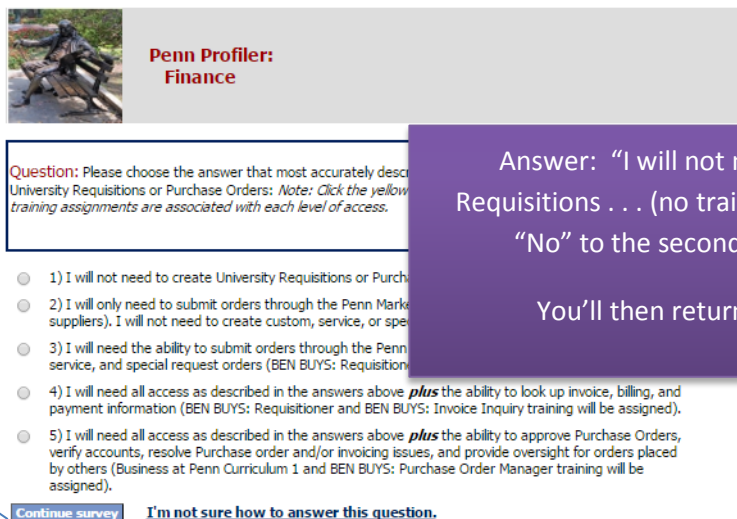
Question: Please indicate your level of involvement in "human" patient care:

- I am faculty or a physician with direct involvement in human patient care.
- I am staff with direct involvement in human patient care.
- I have no direct involvement in human patient care.

[Continue survey](#) [I'm not sure how to answer this question](#)

Answer: "I have no direct involvement in human patient care"

You'll then return to the "alerts" page.



**Penn Profiler: Finance**

Question: Please choose the answer that most accurately describes your need for University Requisitions or Purchase Orders: *Note: Click the yellow training assignments are associated with each level of access.*


- 1) I will not need to create University Requisitions or Purchase Orders.
- 2) I will only need to submit orders through the Penn Market (suppliers). I will not need to create custom, service, or special request orders (BEN BUYS: Requisitioner and BEN BUYS: Invoice Inquiry training will be assigned).
- 3) I will need the ability to submit orders through the Penn Market service, and special request orders (BEN BUYS: Requisitioner and BEN BUYS: Invoice Inquiry training will be assigned).
- 4) I will need all access as described in the answers above **plus** the ability to look up invoice, billing, and payment information (BEN BUYS: Requisitioner and BEN BUYS: Invoice Inquiry training will be assigned).
- 5) I will need all access as described in the answers above **plus** the ability to approve Purchase Orders, verify accounts, resolve Purchase order and/or invoicing issues, and provide oversight for orders placed by others (Business at Penn Curriculum 1 and BEN BUYS: Purchase Order Manager training will be assigned).

[Continue survey](#) [I'm not sure how to answer this question](#)

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.

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**Penn Profiler:  
EHR Workplace Safety**

**Question:** At which location do you spend most (>50%) of your time? Review entire list and select the answer that best reflects where you conduct most of your work.

- University of Pennsylvania Philadelphia Campus and all UPHS and Penn Dental facilities
- New Bolton Center
- University Museum
- Morris Arboretum
- LIFE Program (Living Independently for Elders - SON)
- Children's Hospital (CHOP) - Take Mandatory Education Programs at CHOP. If you are working in a PSOM research laboratory, select the answer University of Pennsylvania Philadelphia Campus (above)
- Wistar Institute - Take Wistar Safety Training. Contact Greg Lupinski at 215-495-6905
- Veteran's Administration Hospital - Contact EHR at 215-898-4453 or traininghelp@ehrs.upenn.edu


[Continue survey](#) [I'm not sure how to answer this question.](#)

**Answer: University of Pennsylvania Philadelphia Campus . . .**

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.

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

**Question:** Which job activity or department best describes your primary job function? Read through the entire list and choose one of the following: 

- Research or Teaching Laboratory in which chemicals, biological agents, radioactive materials or lasers are being used
- Research or Teaching Laboratory in which laboratory chemicals, biological agents, radioactive materials or lasers ARE NOT USED. Examples include labs such as computer labs, robotics, or bioinformatics.
- Clinical Research in which human or animal patients are studied. This includes psychological testing.
- Hospital or Clinical Setting (medical, dental or veterinary). This includes clinical laboratories and pharmacies.
- Dining Services
- EHR Technical Staff
- FRES - Housekeeper
- FRES - Trades/Urban Park staff & supervisors, Area Managers
- FRES- Others
- ISC or as an LSP for a School of Center
- Mail Services
- Parking and Transportation
- Penn's Children Center
- Public Safety including UPPD & FES
- Recreation & Intercollegiate Athletics
- School of Design (except Fabrication Lab)
- School or Department Wood or Machine Shop, or SOD Fabrication Lab
- Theater as a technician or part of a stage crew
- ULAR or other laboratory animal care staff
- School or Department SPACE PLANNING or FACILITIES MANAGEMENT Group
- OTHER - contact EHR at traininghelp@ehrs.upenn.edu for training requirements

[Continue survey](#) [I'm not sure how to answer this question.](#)

## 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. 1

- 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

[Continue survey](#)

[I'm not sure how to answer this question.](#)

Select an answer based on which department your lab is most closely associated with. If you are unsure, ask your advisor.

**Question:** Do you work with Class 3B or Class 4 lasers? 1

**Question:** Do you sometimes conduct work inside a biological safety cabinet? 1

**Question:** Do you use, introduce or manipulate recombinant or synthetic DNA or RNA; or do you use or modify genes, plasmids, viral vectors, or non-specific targeting molecules for delivery of recombinant or synthetic nucleic acid into cells or living organisms, for example, to make transgenic animals? 1

**Question:** Do you work with or anticipate exposure to human source materials such as human cells, tissues, blood, body fluids, or other bloodborne pathogens as part of your work? 1

**Question:** Do you sometimes need to wear a respirator when working in a research laboratory? 1

**Question:** Are you exposed to a very noisy environment? Very noisy means you must shout to be heard when at arm's length away from another person. 1

**Question:** Do you apply pesticides in a lab, greenhouse, growth chamber, garden or other environment? 1

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.

## PENN PROFILER INSTRUCTIONS FOR PENN UNDERGRADUATE STUDENTS DOING LAB RESEARCH

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

[Return to survey](#)

**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:**
  - Paid Student Workers: select your job supervisor or manager
  - Non-paid students: select the academic advisor or other that 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 the search box, then select the best match from Penn Community)

[I agree](#)

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)