

## **Biosafety Refresher Training (EHS602) Registration Instructions**

# (Mandatory on annual basis, yet not sufficient if you have not completed the EHS 601 Laboratory Biosafety Training in the past)

The Human Pathogens and Toxins Act (HPTA) require annual refresher training on handling bioagents. In order to meet this legal obligation EHS provides this online Biosafety Refresher course (EHS602) for all faculty, staff and students. This course reviews the Human Pathogens and Toxins Act and Human Pathogens and Toxins Regulations and their implication for the University, faculty and personnel.

If you or your lab work with any bacteria, viruses, fungi, parasites, prions, natural and/or recombinant DNA & RNA; pathogens of plants or animal; tissues, cells, blood and/or body fluids from humans or animals, any synthetic form of human pathogens or toxin, proteins or toxins produced by, or derived from a micro-organism and able to cause disease in a human, animals or plants then you are required to take the course. This does not apply to people that do not use biological agents in their lab.

Target Audience: All laboratory PIs, staff and students working with bioagents

**Pre-requisite**: EHS601 Laboratory Biosafety training (we do not accept external training nor the online Biosafety for Project Students as a pre-requisite)

Co-requisite: EHS101 WHMIS & Lab Safety (Online) training

**Session Dates**: Ongoing online – this training will take approximately an hour and a half (1.5 hours) and a passing mark of 100% is required

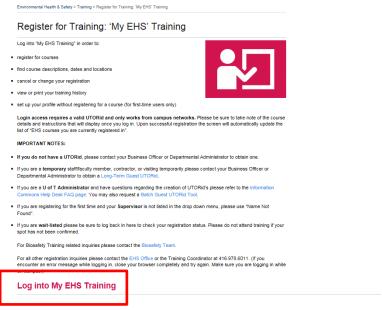
### Please be mindful of your own annual date to complete your Biosafety Refresher - \*No reminders will be sent\*

1. Go to <u>www.ehs.utoronto.ca</u> on a campus networked computer (connected to WiFi or Ethernet connection). Click on "My EHS Training" on the left column.





2. Scroll to the bottom and click on "Log Into my EHS Training".

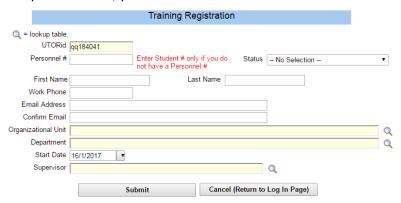


3. Login with your UTORid and password.





4. If you never registered for a profile before, you will see this screen:

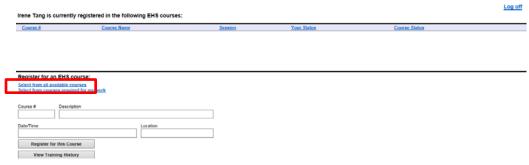


- Your Personnel Number is **not** the one that appears on your TCard barcode. It is a 7 digit number
- If you cannot locate your Supervisor, please select "Name Not Found"
- Please provide a correct email address as EHS will send emails to the one provided
- Please fill in the fields to the best of your ability

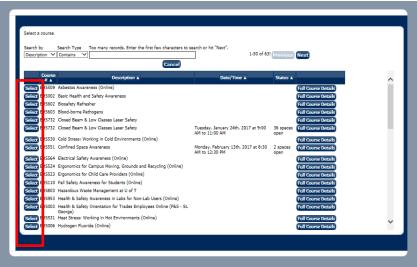


#### ENVIRONMENTAL HEALTH & SAFETY

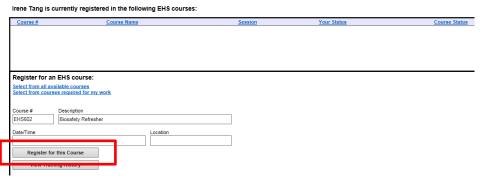
5. Once you registered or already have a profile, this screen should appear (below). To locate your course, select "Select from all available courses".



6. A list of our courses will populate. Select the course you'd like to enrol in by clicking on "Select" on the left side.



7. Click on "Register for this Course".



8. A notification will pop up to confirm your requested registration.





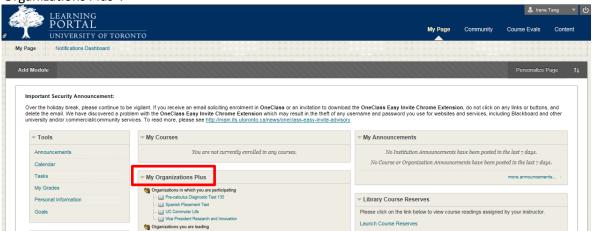
#### ENVIRONMENTAL HEALTH & SAFETY

9. The course will now appear under "Currently Registered Courses".

Irene Tang is currently registered in the following EHS courses:



10. Go to <u>www.portal.utoronto.ca</u> and login with your UTORid and password. The course will now appear in your Portal under "My Organizations Plus".



11. Click on the course name and begin the course.

