

# TRAQ - Biohazard Permit Module

Completing & Submitting Biohazard Event Forms

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November 2017



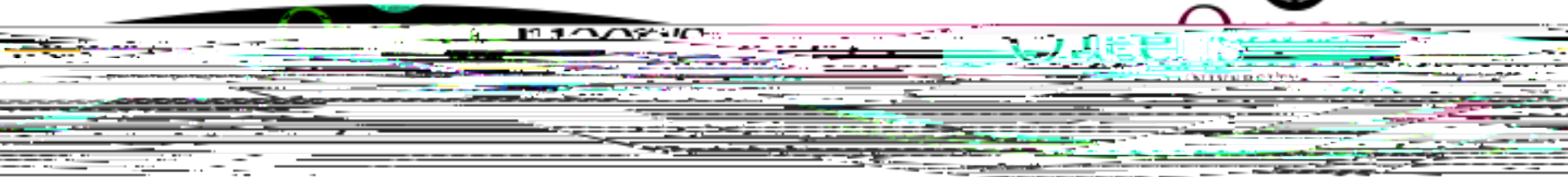
This training manual is intended for:

- Principal Investigators who need to submit an Event Form for an existing Biohazard Permit such as a Biohazard Renewal Form (up to 3 renewals), a Biohazard Amendment Form, or a P.I. Attestation Form.
- And, lab members who need to complete and submit the Biohazard Team Member Attestation Form.

If your current Biohazard Permit has reached its 4<sup>th</sup> renewal or if you are applying for a new permit, please consult the Training Manual entitled [Biohazard Training Manual](#) available on the TRAQ website.



- [NetID and Strong Password](#)  
• [Single Sign-On](#)
- [Self Registration Form](#)  
• [Post-Registration Login Site](#)



# Accessing the Researcher's Portal

After completing the Self-  
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URL: [https://eservices.queensu.ca/romeo\\_researcher\\_admin/](https://eservices.queensu.ca/romeo_researcher_admin/)



# Researcher's Portal



All users have **Principal Investigator** and **Project Team Member** roles. Depending on your role in a particular study, you will be able to access the file under one role or the other.

# Researcher's Portal (Cont.)

APPLY NEW | News | Useful Links | Settings

**Role: Principal Investigator**

- Applications (Saved - Not Submitted) (1)
- Applications (Submitted - Under Review) (0)
- Applications (Withdrawn) (0)

**Role: Project Team Member**

- Applications (Saved - Not Submitted) (1)
- Applications (Submitted - Under Review) (0)
- Applications (Withdrawn) (0)

**Role: Department Signing Authority**

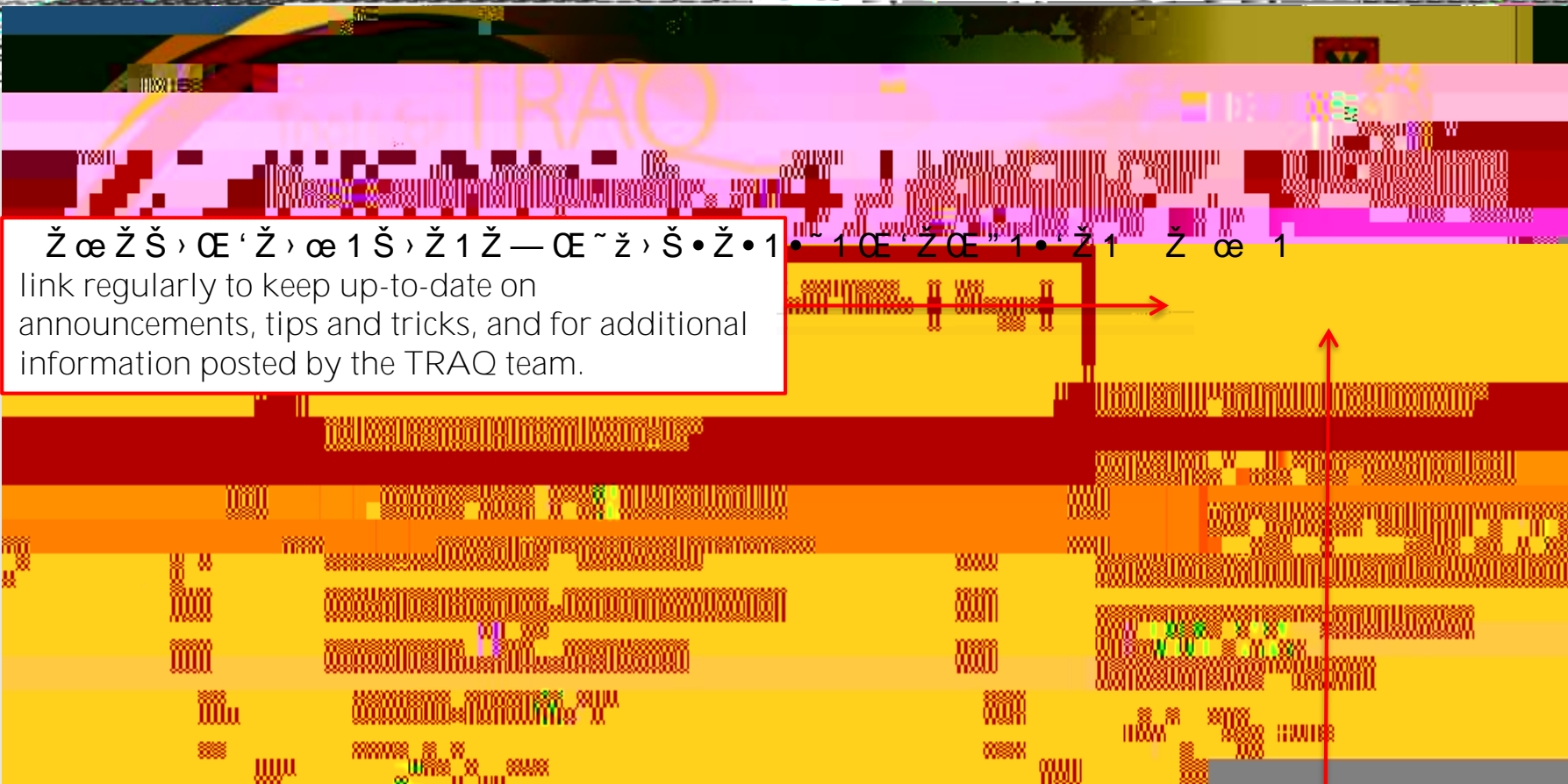
- Applications (New - for Review) (0)
- Applications (Pending Requested Information) (0)
- Applications (Submitted - Under Review) (0)

**Role: Reviewer**

- Applications Requiring Your Review as a Chair (0)
- Applications Requiring Your Review as a Reviewer - New (0)
- Applications Requiring Your Review as a Reviewer - In Progress (4)
- Events Requiring Your Review as a Reviewer - New (0)
- Events Requiring Your Review as a Reviewer - In Progress (0)

Reviewers and other users with signing authority (Department Heads/Faculty Deans/Hospital Research Directors) will have additional roles on their homepage such as **Department Signing Authority** and/or **Reviewer**.

# Researcher's Portal (Cont.)



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link regularly to keep up-to-date on announcements, tips and tricks, and for additional information posted by the TRAQ team.

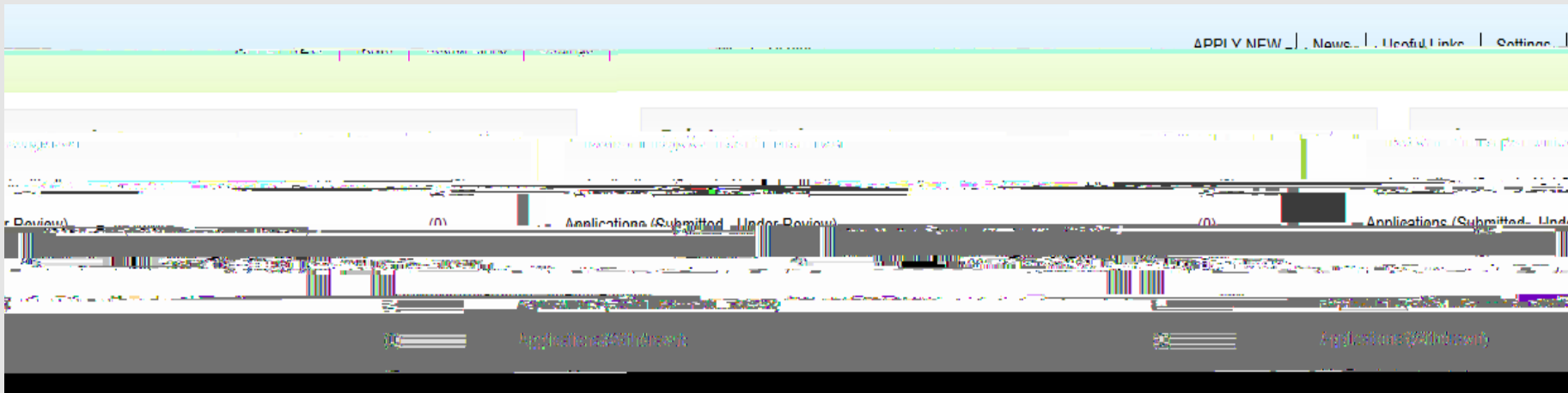
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Biosafety Website, Local Risk Assessment, etc.) commonly used by researchers.





# Accessing Event Forms

- You can access Event Forms at any time either under **Role: Principal Investigator** or **Role: Project Team Member**
- Applications will also be available within 30 days of the Biohazard Permit renewal due date by





# Accessing Event Forms – My Reminders

- Thirty days before Milestones become due (i.e. Biohazard Permit or Human Ethics Certification renewals are due), you may also access the application by clicking on My Reminders.
- From there you will see the due date of the Milestones . dates in yellow font are coming due, while dates in red font are past due. Click on Events to access the forms.

APPLY NEW | News | Useful links | Settings

### My Reminders

Export To Excel | Reset Filters | Export

Mile No	Title	Status	Application Form Name	Milestones	Latest Submission	F
	Event Category: Biohazard Renewal					2013/09/01

VIEW FORM

Due Date

# Biohazard Permit Event Forms

- The TRAQ Biohazard Permit module has four Event Forms. The first three forms must be submitted by the P.I. (Biohazard Amendment Form, Biohazard P.I. Attestation and Biohazard Renewal Form), while the fourth form (Biohazard Team Member Attestation) must be completed and submitted by all the lab team members affiliated with the Biohazard Permit.

**Create New Event**

Event Form Name	Description
13	Biohazard Amendment Form updated July 2 2013
	Updated September 9 2013

Must be submitted by P.I.

# Biohazard Events

- From here, you have access to all Events that pertain to this particular Biohazard Permit:

## Create New Event

1. You can **Create a New Event** by clicking on

Event Form Name	Description	Event Reference No	Event Category	Event Form
Biohazard Amendment Form	Biohazard Amendment Form updated July 7 2013	8995	Biohazard Renewal	Biohazard Renewal Form

FileNo: 6010266

Saved Events

1 items in 1 pages



# Biohazard Amendment Form



- P.I. must submit an amendment form in the following circumstances:
  - Need to add a new Research Grant or Research Contract title to their current Biohazard Permit;
  - There has been a change(s) in the biohazardous material(s) used;
  - There have been changes to the experimental protocols or equipment used in the lab;
  - There have been changes to the location or design of the lab;
  - There are new lab team members.

**Important: the Amendment Form must be submitted by the P.I. (permit holder) listed on**

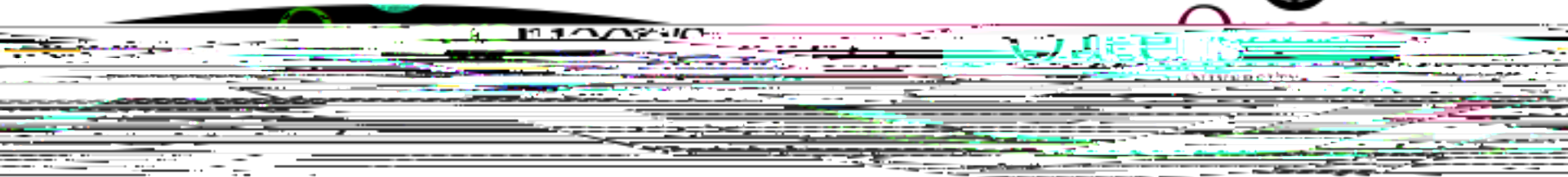
# Biohazard P.I. Attestation Form



- The Biohazard P.I. Attestation Form is the equivalent of sub-Biohazard Permit Application Form where the P.I. attests that the information provided regarding biohazard work done under their supervision is accurate and complete.
- P.I.s may be asked to provide a new attestation form after submitting a Biohazard Amendment Form, particularly if there was a change to the risk assessment.
- Please do not submit this form unless you are requested to do so by the University Biosafety Officer.

Important: as with the Amendment Form, the P.I. Attestation must be submitted by the P.I. (permit holder) listed on the original Biohazard Permit application. If the form is submitted by one of the team members, the Biosafety Officer will delete the event form and request that the P.I. submit a new Biohazard P.I. Attestation Form.





# Completing an Event Form – Event Info Tab

- In the next few slides, we will be using the Biohazard Renewal Form as our example. However, the process for completing and submitting any Biohazard Event Form is the same whether it be a renewal, an amendment or an attestation form.

Powered by Process Pathways Welcome: Queen's Researcher

Event: Biohazard Renewal FileNo: 6010266

Submit


Event Form Saved

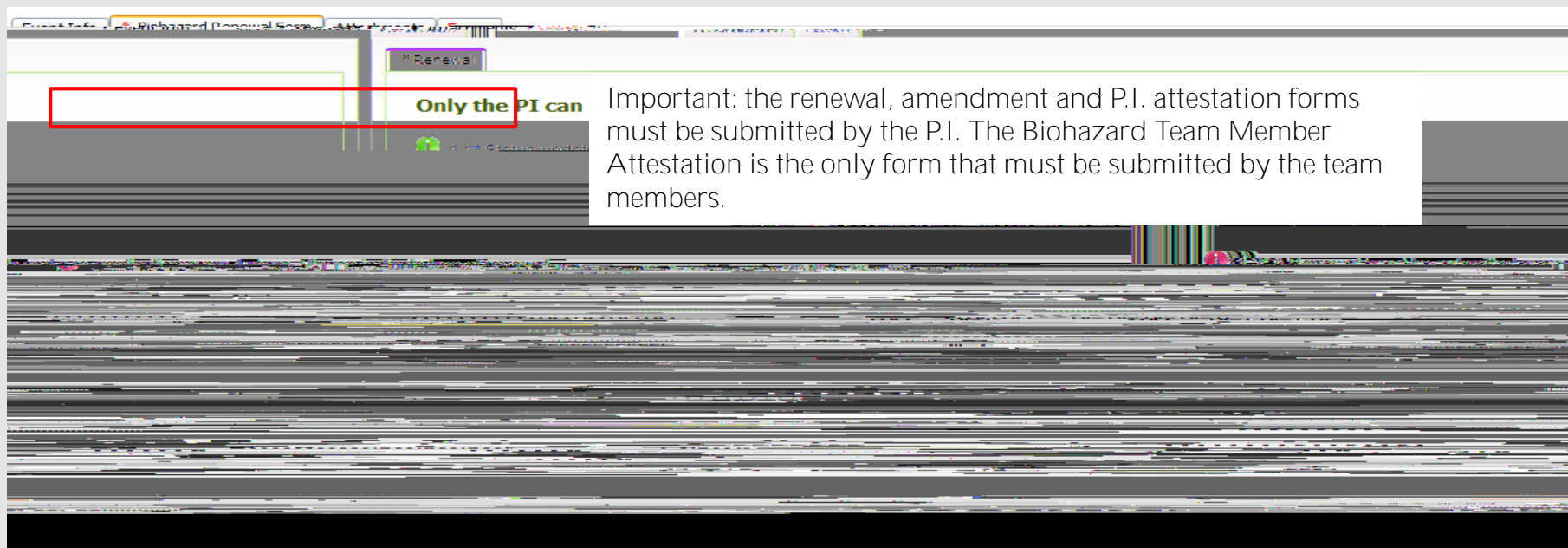
biohazard renewal form Attachments Event Info Biohazard Renewal Form Attachments

Note(s)

The Note(s) textbox on the Event Info tab is not a required field. However, P.I.s may use this section to enter any additional information, or messages, they wish to communicate to the Biosafety Officer.

# Completing an Event Form – Form Tab

- The second tab in any Biohazard Event Form represents the actual information that is requested by the Biosafety Officer for each particular event. Please read the questions carefully as some questions contain additional instructions (e.g. require a new Biohazard application if 4<sup>th</sup> renewal; require an amendment form and an updated Local Risk Assessment and Inventory and Risk Group Table if there is a change in the biohazardous materials used; etc).
- Researchers should click on the  beside each question to see if additional information is available.



# Completing an Event Form – Attachments Tab

- Please attach any document(s) required to the event form through the Attachments tab. Users may upload multiple attachments, provided that each is no larger than 5MB. Attachments may be Word documents, Excel spreadsheets, JPEG files, PDFs, etc.

Select date by clicking on [illegible] represent the date that the document was attached to the application (current date).

• [illegible] complete the process.

Include a brief description of the document.

• [illegible] document from your computer.

Select the type of document [illegible] drop down menu.

# Completing an Event Form – Errors Tab

Event: Biohazard Renewal FileNo: 6010266

PI : Researcher Queen's(Faculty of Health Sciences)Pathology and Molecular Medicine)

Event Form: Biohazard Renewal Form

Save Close Print Export to Word Export to PDF Submit

Event Info \* Biohazard Renewal Form Attachments Errors

The Errors tab keeps a log of any required questions that were left unanswered. If all required questions were answered, the Errors tab disappears.

# Submitting an Event Form

- To submit an Event Form, simply click on the Submit button at the top of the screen.

Powered by **Process Pathways** Welcome: Queen's Researcher

**Event:** Biohazard Renewal **FileNo:** 6010266 **Event Form:** Biohazard Renewal Form  
**PI :** Researcher Queen's(Faculty of Health Sciences(Pathology and Molecular Medicine))

Submit

Event Info | Biohazard Renewal Form | Attachments

Note(s)

# Tracking an Event Form

- The P.I. and Project Team Members **will not** receive a confirmation email after submitting an event form. However, you can still confirm whether or not an event form has been submitted and track the status of any submitted event.
- Event Forms that were started and saved, but not submitted, will appear under Saved Events.

**Create New Event**

Event Form Name:  Description:

Biohazard Amendment Form updated July 2, 2013

Updated July 2, 2013

29665 Filled Nov: 60010

Biohazard Application - August 6, 2013 Project Title: Test

Sanwood H-wentite

Event Reference No.	Event Category	Event Form	Comments		Event Reference No.
5	Biohazard Renewal	Biohazard Renewal Form		Delete Edit	899

5 1 items in 1 pages Page size:

# Tracking an Event Form (Cont.)

- Once the event form has been submitted, it will move down to Submitted Events. You will be able to view the event but will no longer be able to edit it.

**Create New Event**

Event Form Name	Description	Event Category
Biohazard Amendment Form updated July 2 2013	Biohazard Amendment Form	Biohazard Amendment Form updated July 2
Biohazard PI Attestation	Biohazard PI Attestation	Updated September 9 2013
Biohazard Renewal Form updated July 2 2013	Biohazard Renewal Form	Biohazard Renewal form

**FileNo: 6010266**  
Project Title: Test Biohazard Application - August 6, 2013

When you first submit an Event Form, the Event Status will be Submitted by Researcher.

Event Status	Event Category	Event Submission Date
Submitted by Researcher	All	2013/08/07



# Tracking an Event Form (Cont.)

- Once the event form has been assigned for review the status of the application will change from Submitted by Researcher to Pending.

**Create New Event**

Event Form Name	Description	Event Category
Biohazard Amendment Form updated July 2 2013	Biohazard Amendment Form	Biohazard Amendment Form updated July 2
Biohazard PI Attestation	Biohazard PI Attestation	Updated September 9 2013
Biohazard Renewal Form updated July 2 2013	Biohazard Renewal Form	Biohazard Renewal form

Post-approval Biohazard Lab Team Member  
Updated July 2 2013

**FileNo: 6010266**  
Project Title: Test Biohazard Application - August 6, 2013

**Submitted Events**

Event Status	Event Category	Event Submission Date
Submitted by Researcher	Biohazard Renewal (Biohazard Renewal Form)	2013/08/02

**Pending**

# Tracking an Event Form (Cont.)

- Once the event form has been reviewed and approved, the (n499(n49)-3(s)-0C /Artif 50 1 65

