



Tools for **TRAQ**  
Research at Queen's



# TRAQ - Biohazard Permit Module

Completing & Submitting Biohazard Event Forms

Researcher's User Manual

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 “Completing & Submitting a Biohazard Permit Application Form” available on the TRAQ website.

# Accessing the Researcher's Portal

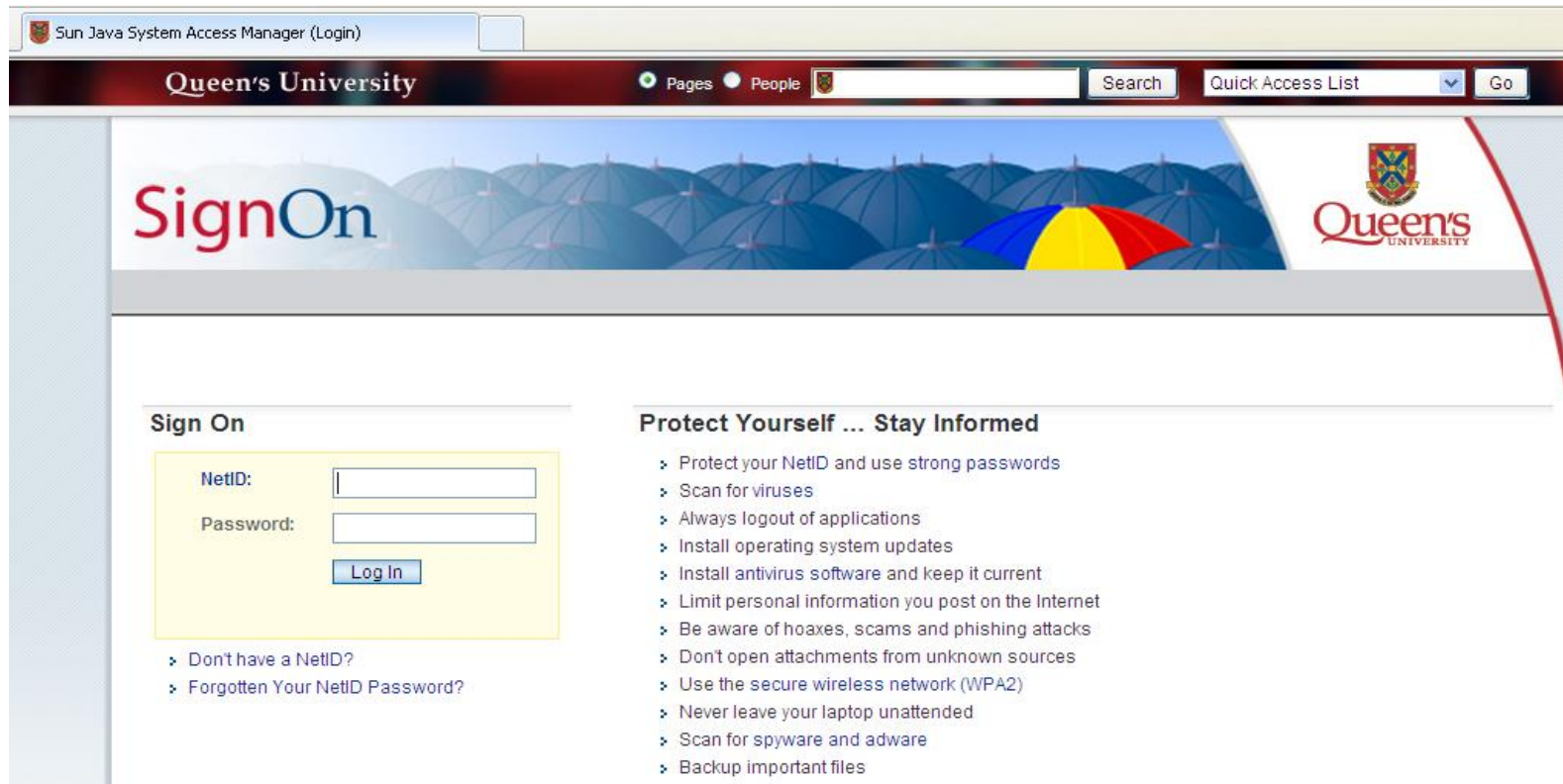
- Queen's faculty and staff should use their regular Queen's NetID and strong\* password to log into the Researcher's Portal through the [Single SignOn](#)
- Queen's students and external users, trying to log in for the **first time**, will need to complete the [Self Registration Form](#) before they can access the Researcher's Portal. Once you have registered, you will receive an automatic email with instructions on setting up your own password. From then on, you will access the Researcher's Portal through the [Post-Registration Login Site](#)
- For more details regarding access to TRAQ, please visit our website: <http://www.queensu.ca/traq/signon.html>
- All users should know how to safeguard their electronics (computers, smartphones, etc.) and be familiar with the Queen's University [Information Security Policy Framework](#) as well as the [Freedom of Information and Protection of Privacy Act](#) (FIPPA) at Queen's

*\*Information regarding managing your [Queen's NetID](#) and the [strong password](#) is available on the ITS website.v*

# Accessing the Researcher's Portal

The Researcher's Portal is available to Queen's faculty and staff through the Single SignOn at the following URL:

[https://eservices.queensu.ca/romeo\\_researcher/](https://eservices.queensu.ca/romeo_researcher/)



The screenshot shows the Queen's University Single SignOn portal. At the top, there is a navigation bar with the Queen's University logo, a search bar, and a 'Quick Access List' dropdown. Below the navigation bar is a large banner with the 'SignOn' logo and a background image of blue umbrellas. The main content area is divided into two sections. On the left, there is a 'Sign On' section with a yellow background. It contains a 'NetID:' label, a text input field, a 'Password:' label, another text input field, and a 'Log In' button. Below the input fields, there are two links: 'Don't have a NetID?' and 'Forgotten Your NetID Password?'. On the right, there is a 'Protect Yourself ... Stay Informed' section with a list of security tips. The tips include: 'Protect your NetID and use strong passwords', 'Scan for viruses', 'Always logout of applications', 'Install operating system updates', 'Install antivirus software and keep it current', 'Limit personal information you post on the Internet', 'Be aware of hoaxes, scams and phishing attacks', 'Don't open attachments from unknown sources', 'Use the secure wireless network (WPA2)', 'Never leave your laptop unattended', 'Scan for spyware and adware', and 'Backup important files'.

Sun Java System Access Manager (Login)

Queen's University

Pages People

Search

Quick Access List

Go

SignOn

Queen's UNIVERSITY

**Sign On**

NetID:

Password:

Log In

Don't have a NetID?

Forgotten Your NetID Password?

**Protect Yourself ... Stay Informed**

- Protect your NetID and use strong passwords
- Scan for viruses
- Always logout of applications
- Install operating system updates
- Install antivirus software and keep it current
- Limit personal information you post on the Internet
- Be aware of hoaxes, scams and phishing attacks
- Don't open attachments from unknown sources
- Use the secure wireless network (WPA2)
- Never leave your laptop unattended
- Scan for spyware and adware
- Backup important files

# Accessing the Researcher's Portal


After completing the Self-Registration form , Queen's students and external users will access the Researcher's Portal through the Post Registration Login site at the following URL: [https://eservices.queensu.ca/romeo\\_researcher\\_admin/](https://eservices.queensu.ca/romeo_researcher_admin/)




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Contact Us

Tools for TRAQ Research at Queen's



Login 

Username

Password

LoginRegisterReset Password

# Researcher's Portal – Describing the Homepage

Tools for **TRAQ** Research at Queen's

Queen's UNIVERSITY

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Role : Principal Investigator	Role: Project Team Member
Applications (Saved - Not Submitted) (1)	Applications (Saved - Not Submitted) (1)
Applications (Submitted - Under Review) (1)	Applications (Submitted - Under Review) (1)
Applications (Submitted - Requiring My Attention) (0)	Applications (Submitted - Requiring My Attention) (0)
Applications (Submitted - Post Review) (0)	Applications (Submitted - Post Review) (1)
Applications (Withdrawn) (0)	Applications (Withdrawn) (0)
My Reminders (0)	My Reminders (0)

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.)

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## Role : Principal Investigator

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(32)
Applications (Withdrawn)	(0)
My Reminders	(0)

## Role: Project Team Member

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(23)
Applications (Withdrawn)	(0)
My Reminders	(1)

## Role: Department Signing Authority

Applications (New - for Review)	(0)
Applications (Pending Requested Information)	(0)
Applications (Submitted - Under Review)	(4)
Applications (Submitted - Post Review)	(14)

## 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	(0)
Events Requiring Your Review as a Chair	(0)
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.)

Tools for **TRAQ** Research at Queen's

Queen's UNIVERSITY

APPLY NEW | [News](#) | [Useful Links](#) | [Settings](#)

**Role : Principal Investigator**

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

**Role: Project Team Member**

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(1)
Applications (Withdrawn)	(0)
My Reminders	(0)

“Useful Links” gives users quick access to forms, documents and websites (i.e. Queen’s Biosafety Manual, Biohazard Inventory & Risk Group Table, Queen’s 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**, depending on your role in the study, by clicking on “Applications (Submitted – Post Review)”.
- Applications will also be available within 30 days of the Biohazard Permit renewal due date by clicking on “My Reminders”.

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**Available at any time**

Role : Principal Investigator		Role: Project Team Member	
Applications (Saved - Not Submitted)	(0)	Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)	Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)	Applications (Submitted - Requiring My Attention)	(0)
→ Applications (Submitted - Post Review)	(2)	Applications (Submitted - Post Review)	(1) ←
Applications (Withdrawn)	(0)	Applications (Withdrawn)	(0)
→ My Reminders	(2)	My Reminders	(1) ←

**Available 30 days before the renewal form is due**

# Accessing Event Forms – Applications (Submitted – Post Review)

- By clicking on Applications (Submitted – Post Review), you may view all of your applications (Biohazard Permits, approved Human Ethics Certifications, and eventually TRAQ DSS Forms). From here, if you wish to submit an Event Form for an existing Biohazard Permit, click on the Events button next to the Biohazard Permit you wish to submit an Event Form for.

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Reset Filters

Export To Excel

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	All	<input type="text"/> Y	
<a href="#">View</a> <a href="#">Clone</a> <a href="#">Events</a>	6010267	Test-August 8 training session	Dr. Queen's Researcher (Faculty of Health Sciences\Pathology and Molecular Medicine)	Health Sciences Research Ethics Board Short Form for Critical Enquiry, Chart reviews, Questionnaires, Surveys (Certification\Human Ethics)	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made	Test HSREB Application Approved
<a href="#">View</a> <a href="#">Clone</a> <a href="#">Events</a>	6010266	Test Biohazard Application - August 6, 2013	Dr. Queen's Researcher (Faculty of Health Sciences\Pathology and Molecular Medicine)	Biohazard Permit Application Form (Certification\Biohazard)	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made	Test Biohazard Permit application approved. 2013/... <a href="#">[See more, inside under Logs section]</a>

# 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.

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## My Reminders

Reset Filters

Export To Excel

	File No	Title	Status	Application Form Name	Milestones	Latest Submission
	<input type="text"/> Y	<input type="text"/> Y	All ▼	All ▼		
<a href="#">View File Events</a>	6010266	Test Biohazard Application - August 6, 2013	Active	Biohazard Permit Application Form (Certification\Biohazard)	<b>2013/09/01 - Biohazard Application</b>	Event Category: Biohazard Renewal Event Status: Submitted by Researcher Submitted by Dr. Queen's Researcher on 2013/08/07

# 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
Biohazard Amendment Form	Biohazard Amendment Form updated July 2 2013
Biohazard PI Attestation	Updated September 9 2013
Biohazard Renewal Form	Biohazard Renewal form updated July 2 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

Event Form Name	Description
Biohazard Amendment Form	Biohazard Amendment Form updated July 2 2013
Biohazard PI Attestation	Updated September 9 2013
Biohazard Renewal Form	Biohazard Renewal form updated July 2 2013
Biohazard Team Member Attestation	Updated Aug 28, 2013

- You can **Create a New Event** by clicking on one of the hyperlinked event forms;

**FileNo: 6010266**

Project Title: Test Biohazard Application - August 6, 2013

## Saved Events

- You can view any event form that are in-progress but not yet submitted under **Saved Events**;








		Event Reference No.	Event Category	Event Form	Comments
Delete	Edit	8995	Biohazard Renewal	Biohazard Renewal Form	
Page size: 5 ▾ 1 items in 1 pages					



# Biohazard Events (Cont.)

## Submitted Events

3. You can view all submitted events and track their status under **Submitted Events**;

	Event Category	Event Submission Date	Event Status
	All ▼	<input type="text"/>  	<input type="text"/> 
<a href="#">View Event</a>	Biohazard Renewal (N/A)	2013/08/07	Submitted by Researcher
<a href="#">View Event</a>	New Approval Process (N/A)	2013/08/06	Pending
<div>   <span>1</span>   </div> <div>Page size: 5 ▼</div> <div>2 items in 1 pages</div>			

## Related Reminders

4. And, you can track any **Related Reminders** (Milestones) related to this permit.

Milestone	Due Date	Comments	Sponsor	Event	Related Forms
Biohazard Application	2013/09/01		N/A	Biohazard Renewal	<div>  </div> <div>           Biohazard Renewal Form         </div>

# 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 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 Amendment Form.

# Biohazard P.I. Attestation Form



- The Biohazard P.I. Attestation Form is the equivalent of sub-tab 6 “Attestation” on the 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.

# Biohazard Renewal Form



- 30-50 days before your Biohazard Permit renewal form comes due, the P.I. and Secondary Biohazard Contact(s) will receive a notification email informing them that their renewal form is due by a certain date.
- P.I. must submit the renewal form prior to the date specified in the notification email.
- Biohazard Permits are renewable for three years from the approval date of the original Biohazard Permit application.
- On the 4<sup>th</sup> year, the P.I. must submit a new Biohazard Permit application form.

**Important:** as with the Amendment Form and P.I. Attestation, the renewal form 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 Amendment 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

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

Save Close Print Export to Word Export to PDF Submit

Event Form Saved



**TRAQ Tip!** Remember that TRAQ does not have an *automatic save* feature. You should hit the “Save” button after completing each tab. You will know that you have saved your changes when you see the “Event Form Saved” message in green font at the top of your screen.


Event Info \* Biohazard Renewal Form Attachments Errors

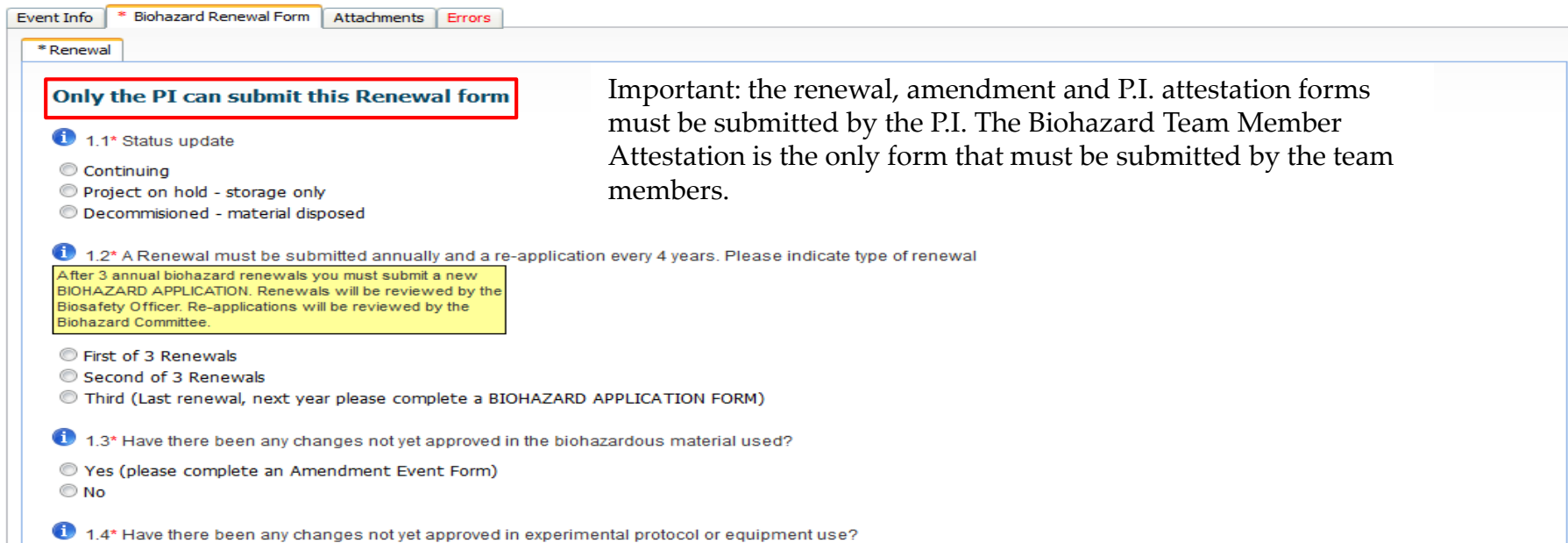
Note(s)

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.



Event Info **\* Biohazard Renewal Form** Attachments Errors

**\* Renewal**


**Only the PI can submit this Renewal form**

 1.1\* Status update

☐ Continuing

☐ Project on hold - storage only

☐ Decommissioned - material disposed


 1.2\* A Renewal must be submitted annually and a re-application every 4 years. Please indicate type of renewal

After 3 annual biohazard renewals you must submit a new BIOHAZARD APPLICATION. Renewals will be reviewed by the Biosafety Officer. Re-applications will be reviewed by the Biohazard Committee.

☐ First of 3 Renewals


☐ Second of 3 Renewals

☐ Third (Last renewal, next year please complete a BIOHAZARD APPLICATION FORM)

 1.3\* Have there been any changes not yet approved in the biohazardous material used?

☐ Yes (please complete an Amendment Event Form)

☐ No

 1.4\* Have there been any changes not yet approved in experimental protocol or equipment use?

Important: the renewal, amendment and P.I. attestation forms must be submitted by the P.I. The Biohazard Team Member Attestation is the only form that must be submitted by the team members.

# 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.

The screenshot shows the 'Upload Attachment' dialog box overlaid on the 'Attachments' tab of a form. The form has tabs for 'Event Info', 'Biohazard Renewal Form', and 'Attachments'. The 'Attachments' tab is active. The dialog box contains the following fields and controls:

- Description:** A text area for describing the document. A red arrow points to it with the instruction: "Include a brief description of the document."
- Upload Attachment:** A section containing a 'Browse...' button and the text 'No file selected.'. A red arrow points to the button with the instruction: "Click on 'Browse' to select the document from your computer."
- Version Date:** A text field with a calendar icon to its right. A red arrow points to the calendar icon with the instruction: "Select date by clicking on calendar icon next to 'Version Date' field. The date should represent the date that the document was attached to the application (current date)."
- Doc / Agreement:** A dropdown menu currently showing '--Select One--'. A red arrow points to it with the instruction: "Select the type of document from the 'Doc / Agreement' drop down menu."
- Buttons:** 'Add Attachment' and 'Cancel' buttons at the bottom. A red arrow points to the 'Add Attachment' button with the instruction: "Click 'Add Attachment' to complete the process."

At the top of the form, there are buttons for 'Save', 'Close', 'Print', and 'Export to'.

# 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

Biohazard Renewal Form -> Renewal:1.1 Status update is required.

Biohazard Renewal Form -> Renewal:1.9 Are there new personnel not yet listed as Biohazard Project Team Members? is required.

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

**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

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	Biohazard Amendment Form updated July 2 2013
Biohazard PI Attestation	Updated September 9 2013
Biohazard Renewal Form	Biohazard Renewal form updated July 2 2013
Biohazard Team Member Attestation	Updated Aug 28, 2013

**FileNo: 6010266**

Project Title: Test Biohazard Application - August 6, 2013



**TRAQ Tip!** As long as the event form has not been submitted, you will be able to edit or delete it. If you can see the Edit and Delete buttons, you have not submitted the form yet!

## Saved Events

		Event Reference No.	Event Category	Event Form	Comments
Delete	Edit	8995	Biohazard Renewal	Biohazard Renewal Form	

Page size: 5 1 items in 1 pages



# 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
Biohazard Amendment Form	Biohazard Amendment Form updated July 2 2013
Biohazard PI Attestation	Updated September 9 2013
Biohazard Renewal Form	Biohazard Renewal form updated July 2 2013
Biohazard Team Member Attestation	Updated Aug 28, 2013

**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.

## Submitted Events

	Event Category	Event Submission Date	Event Status
	All ▼	<input type="text"/>  	<input type="text"/> 
<a href="#">View Event</a>	Biohazard Renewal (Biohazard Renewal Form )	2013/08/22	Submitted by Researcher
<a href="#">View Event</a>	Biohazard Renewal (Biohazard Renewal Form )	2013/08/21	Submitted by Researcher

# 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
Biohazard Amendment Form	Biohazard Amendment Form updated July 2 2013
Biohazard PI Attestation	Updated September 9 2013
Biohazard Renewal Form	Biohazard Renewal form updated July 2 2013
Biohazard Team Member Attestation	Updated Aug 28, 2013

**FileNo: 6010266**

Project Title: Test Biohazard Application - August 6, 2013

## Submitted Events

	Event Category	Event Submission Date	Event Status
	All ▼	<input type="text"/>  	<input type="text"/> 
<a href="#">View Event</a>	Biohazard Renewal (Biohazard Renewal Form )	2013/08/22	Pending
<a href="#">View Event</a>	Biohazard Renewal (Biohazard Renewal Form )	2013/08/21	Submitted by Researcher




# Tracking an Event Form (Cont.)

- Once the event form has been reviewed and approved, the status of the event will change from Pending to Active.
- The P.I. and Secondary Biohazard Contact(s) will receive a confirmation email.

**FileNo: 6010266**

Project Title: Test Biohazard Application - August 6, 2013

## Submitted Events

	Event Category	Event Submission Date	Event Status
	All ▼	<input type="text"/>  	<input type="text"/> 
<a href="#">View Event</a>	Biohazard Renewal (Biohazard Renewal Form )	2013/08/22	Active
<a href="#">View Event</a>	Biohazard Renewal (Biohazard Renewal Form )	2013/08/21	Submitted by Researcher



## **Need assistance with TRAQ?**

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: [traq@queensu.ca](mailto:traq@queensu.ca)

If you have Biohazard specific questions, please contact

Shelagh Mirski, University Biosafety Officer

(613) 533-6000, ext. 77077

Email: [shelagh.mirski@queensu.ca](mailto:shelagh.mirski@queensu.ca)