

BioRAFT
Quick Guide

My lab is set up!
What do I do now for
laboratory management?

**Did you know
BioRAFT can
help you
Manage
YOUR Lab?**

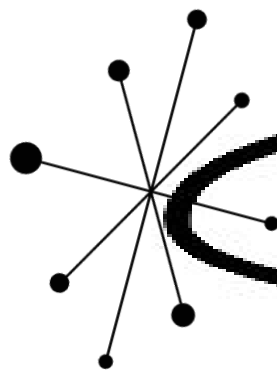
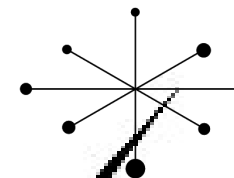
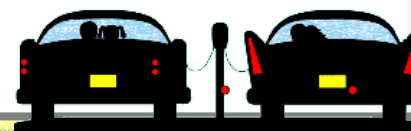


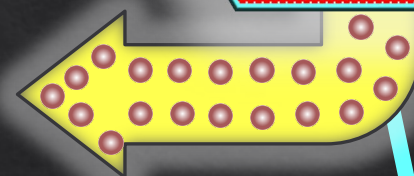
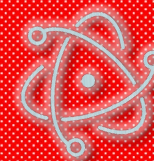
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OPEN
24 HOURS

BioRAFT
DRIVE-IN





BioRAFT Login for your Lab



Welcome to BioRAFT!
Support

**Log in with your BearID
and Password**

(Click here for other access methods)

Welcome to BioRAFT - The Research Management Platform

Please enter your [BearID](#) and Password to login.

[access](#) to this system is strictly limited to users associated to B



Please [log in](#) with your
Bear ID and Password
to [access](#)
BioRAFT

Bear ID

wyndi_klement

Password

.....

☐ Do Not Remember [Login](#)



Log In

[Forgot Password?](#)

**Login with your
Baylor ID and password
and verify the two step
authentication with
DUO.**



Welcome to your BioRAFT Laboratory Dashboard!



[View](#) | [Edit](#) | [ChemTracker](#) | [Dashboard](#) | [Members](#) | [Bio](#) | [Training](#)




[View](#) | [Spaces](#) | [Documents](#) | [Forms](#) | [Notes](#) | [Equipment](#) | [Lab Inspections](#) | [Self Inspections](#) | [Correspondence](#)

Klement Lab

Contact Info


Principal Investigator: [Wyndi Klement](#)
Department: Environmental [Health](#) and Safety
Building: Baylor Sciences Building
Room Number: 5000
[Mail Code](#):
Phone 1: 254-710-2900
Phone 2:
Fax Number:


Compliance Summary

Biological: 
Training: 
Equipment: 
[View Dashboard](#)

Research Focus


There is no focus filled out.

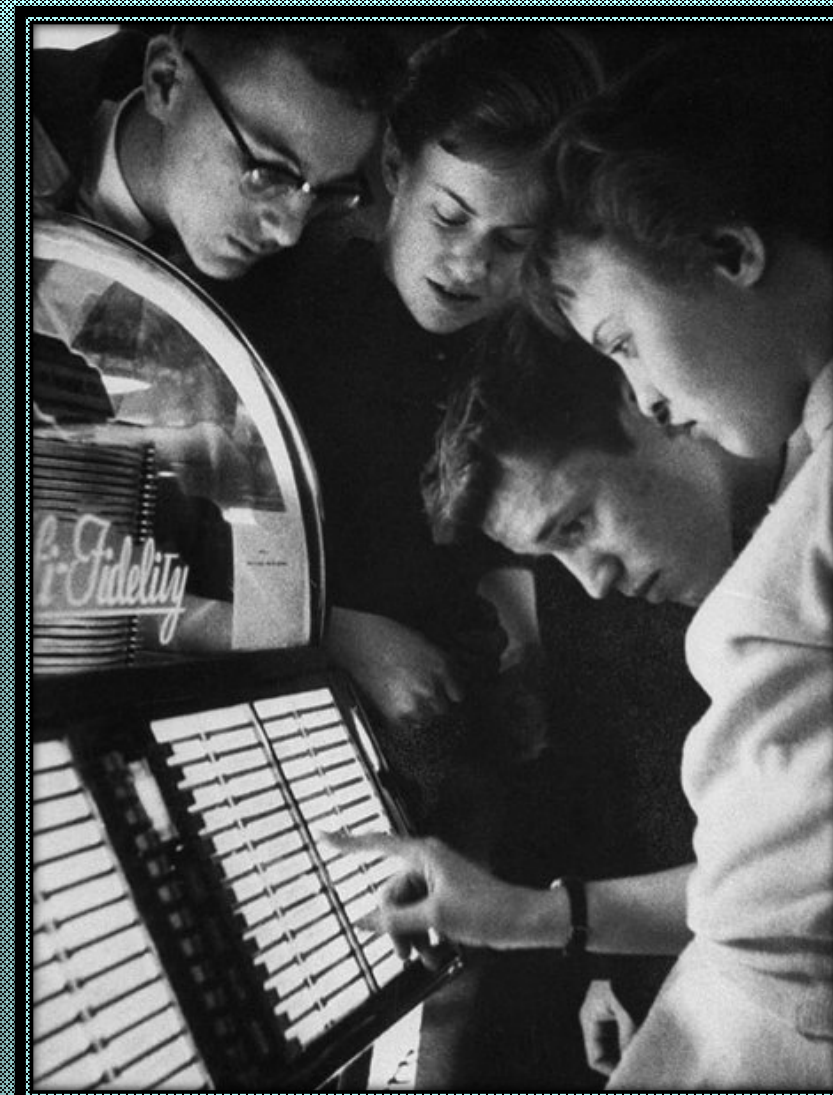
Lab Categories: Research Lab 

Major Hazard Categories: Biological, Chemical, Physical, Regulated Activities 

Hazards Last Certified by PI: 01/10/2020 [Require Recertification](#) [Edit Hazards](#)

Lab Status: Active [Set Status to Inactive](#)







Here is a Preview of WHAT your Dashboard is telling you!

View | Edit | ChemTracker | Dashboard | Members | Bio | Training




View | Spaces | Documents | Forms | Notes | Equipment | Lab Inspections | Self Inspections | Correspondence

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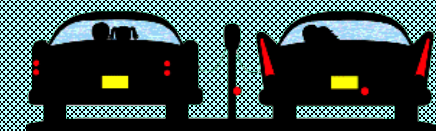
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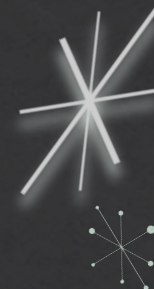
Hazards Last Certified by PI: 01/10/2020 [Require Recertification](#) [Edit Hazards](#)

Lab Status: Active [Set Status to Inactive](#)

The *primary* tabs along the top include:
View, Edit, ChemTracker, Dashboard, Members, Bio, and Training

NOTE: These tabs usually correspond to **MAJOR** areas of responsibility within your lab such as chemical inventory, lab staff and job duties, project registration and compliance status and required safety training associated with your lab hazards.





There is a wealth of information available in each subsection!

[View](#) | [Edit](#) | [ChemTracker](#) | [Dashboard](#) | [Members](#) | [Bio](#) | [Training](#)




[View](#) | [Spaces](#) | [Documents](#) | [Forms](#) | [Notes](#) | [Equipment](#) | [Lab Inspections](#) | [Self Inspections](#) | [Correspondence](#)

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Compliance Summary

Biological: 
Training: 
Equipment: 
[View Dashboard](#)

Research Focus

There is no focus filled out.

Lab Categories: Research Lab 

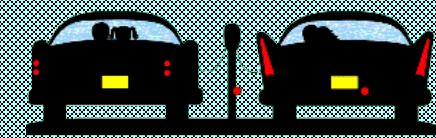
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Lab Status: Active [Set Status to Inactive](#)

The *secondary* tabs located under each primary tab (in this case, the View tab) allows the PI to make modifications within that specific area of responsibility.

NOTE: Addition of SOPs, lab safety manuals, laboratory equipment, inspection reports, and communications with your lab as well as with outside departments can all be tracked within this subfolder section.



Laboratory Compliance at a glance!

View Edit ChemTracker Dashboard Members Bio Training




View Spaces Documents Forms Notes Equipment Lab Inspections Self Inspections Correspondence

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Compliance Summary

Biological: 
Training: 
Equipment: 
[View Dashboard](#)

Research Focus

There is no focus filled out.

Lab Categories: Research Lab ⓘ

Major Hazard Categories: Biological, Chemical, Physical, Regulated Activities ⓘ

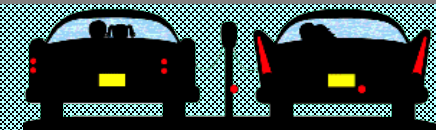
Hazards Last Certified by PI: 01/10/2020 [Require Recertification](#) [Edit Hazards](#)

Lab Status: Active [Set Status to Inactive](#)

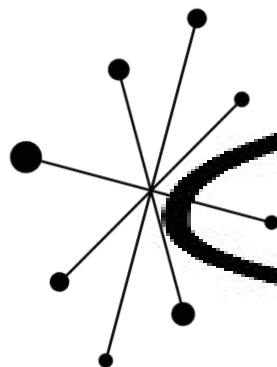
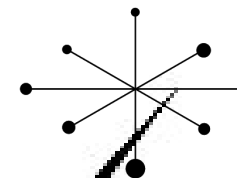
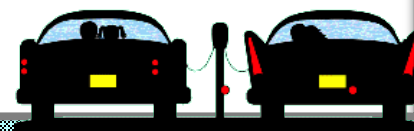
This window gives an *immediate* snapshot of your current lab status.

At a glance, **this** lab is:

- out of compliance** with their **biological project registration** AND has not filled out basic information on what their lab is working with and why
- within compliance** regarding hazard associated **training**
- no information available** for **laboratory equipment**



**Adding SOPs,
Manuals,
Permits &
other docs to
BioRAFT!**



Does your Documents tab look like this?



"No sweat!
You can get your lab up to
speed in a jiffy!"

The screenshot shows a web application interface for 'Klement Lab Documents'. At the top, there is a navigation bar with tabs: View, Edit, ChemTracker, Dashboard, Members, Bio, and Training. Below this is a secondary navigation bar with links: View, Spaces, Documents, Forms, Notes, Equipment, Lab Inspections, Self Inspections, and Correspondence. The main heading is 'Klement Lab Documents'. Below the heading, there are two dropdown menus: 'File Type:' with '<All>' selected, and 'Classification:' with '<All>' selected. A 'Submit' button is to the right of these dropdowns. Below the filters, there is a table with columns: File Name, File Type, Description, Date uploaded, and Submitted By. The table is currently empty, and the message 'There are currently no files attached to this Laboratory --' is displayed at the bottom of the table area. A red circle highlights this message. In the bottom right corner, there is a link that says 'Attach a New Document'.

File Name	File Type	Description	Date uploaded	Submitted By
There are currently no files attached to this Laboratory --				

[Attach a New Document](#)



Adding SOPs and other Laboratory Required Documentation



View Edit ChemTracker Dashboard Members Bio Training

View Spaces **Documents** Forms Notes Equipment Lab Inspections Self Inspections Correspondence

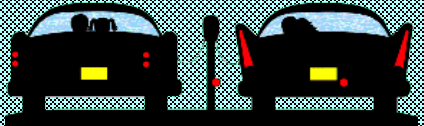
Klement Lab Documents

File Type: Classification:

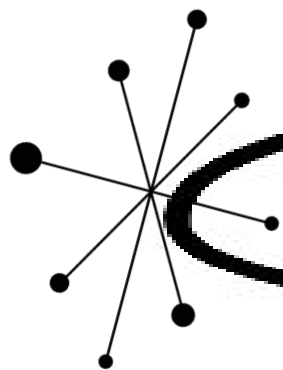
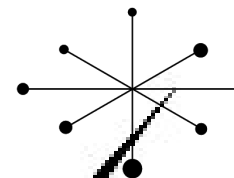
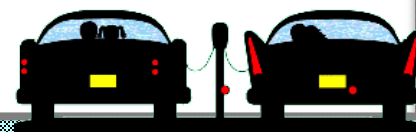
File Name	File Type	Description	Date uploaded	Submitted By		
There are currently no files attached to this Laboratory --						

[Attach a New Document](#)

You will be able to add all SOPs, lab safety manuals, equipment log forms (autoclave, ect), permits, non-BioRAFT training certifications, and any other relevant documentation with **Attach a New Document**.



**Adding your
Laboratory
Equipment
to BioRAFT!**



Adding your Laboratory Equipment to BioRAFT!

View Edit ChemTracker Dashboard Members Bio Training

View Spaces Documents Forms Notes **Equipment** Lab Inspections Self Inspections Correspondence

Klement Lab Equipment

Type:

Type	Manufacturer	Model	Serial Number
There is no equipment currently in this Laboratory.			

Add Equipment

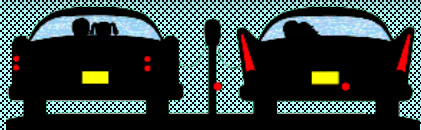
Please [select](#) the type of equipment you would like to add:

- [Add Biosafety Cabinet](#)
- [Add High Speed Cell Sorter/Analyzer](#)
- [Add Eyewash/Shower](#)
- [Add Hood](#)
- [Add Laser](#)
- [Add Local Exhaust/Workstation](#)
- [Add Scintillation Counter](#)
- [Add 3D Printer](#)
- [Add Autoclave](#)
- [Add Centrifuge](#)
- [Add Freezer](#)
- [Add Geiger Counter](#)
- [Add Incubator](#)
- [Add Sealed Source](#)
- [Add High Powered Magnet](#)
- [Add X-Ray Device](#)

[Add Equipment](#)

It is very important to take the time to register your laboratory equipment.

NOTE: If your equipment is not registered in BioRAFT, you may miss the opportunity to have your instrumentation certified or inspected.



Submit Laser

Equipment

Serial Number

Enter the serial number

Building

< Select >

What building does this piece of equipment reside in?

Room

< Select >

What room does this piece of equipment reside in?

Primary

Enter the primary

Please select

Used By

Klement Lab

Labs/Spaces

Labs/Spaces

Manufacturer

What company manufactures this item?

Model

N/A

Enter the model number

Laser

Please select

Select the laser

Laser

Select the laser

ANSI

Select the ANSI

Standard

Select the ANSI

Standard

Please select

Submit Freezer

Equipment

Serial Number

Enter the serial number

Building

< Select >

What building does this piece of equipment reside in?

Room

< Select >

What room does this piece of equipment reside in?

Primary

Enter the primary

Please select

Used By

Klement Lab

Labs/Spaces

Labs/Spaces

Manufacturer

What company manufactures this item?

Model

Enter the model number

Temperature

0 to

-31 to

-61 to

-91 to

-121 to

below

Other

Please select

Asset Tag

Enter the asset tag number

Submit Autoclave

Equipment

Settings

Serial Number

Enter the serial number

Building

< Select >

What building does this piece of equipment reside in?

Room

< Select >

What room does this piece of equipment reside in?

Used By

Klement Lab

Labs/Spaces

Labs/Spaces

Manufacturer

What company manufactures this item?

Model

Enter the model number

Equipment picture

Image Upload:

Choose File

Please upload a picture of the equipment being created.

Type:

Asset Tag:

Enter the asset tag number

Submit Biosafety Cabinet

The equipment type "Biosafety Cabinets" covers the following: BSC Class I / Type A, BSC Class I / Type B, BSC Class II / Type A1, BSC Class II / Type A2, BSC Class II / Type B1, BSC Class II / Type B2, BSC Class III

Equipment

Settings

Serial Number

Enter the serial number or otherwise uniquely identifying attribute for this piece of equipment.

Building

< Select >

What building does this piece of equipment reside in?

Room

< Select >

What room does this piece of equipment reside in?

Used By

Klement Lab

Labs/Spaces

Labs/Spaces

Manufacturer

What company manufactures this item?

Model

Enter the model number or name, as specified by the manufacturer.

Equipment picture

Image Upload:

Choose File

No file chosen

Please upload a picture of the equipment being created.

Type:

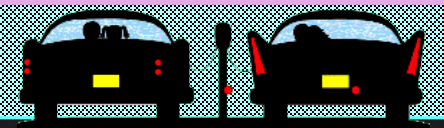
Asset Tag:

Enter the asset tag number

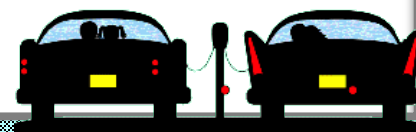
For those pieces of equipment that require **annual certification** (BSC, laminar flow hoods, clean benches, chemical fume hoods, safety showers, eye wash stations) these must be added to your laboratory so EHS can make arrangements for certification.

NOTE: If your equipment is not listed, you may be overlooked and miss annual certification.

Additionally, if your laboratory utilizes equipment that requires **monthly validation** such as an **autoclave**, be sure to upload your autoclave log sheet as well as your monthly sterilization SOP into the documents tab.



**Adding or
Modifying
Laboratory
Staff to
BioRAFT!**



Do you have new lab staff or some that have graduated and moved on?

View Edit ChemTracker Dashboard **Members** Bio Training

Members | Manage Job Activities | Members History | Change PI

Klement Lab Members

Last Confirmed: 01/10/2020

Name	Email	Designation	
Klement, Wyndi	Wyndi_Klement@baylor.edu	Principal Investigator	Edit

[Confirm List](#) [Definitions and Policies](#)

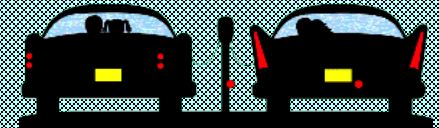
Add a member

Name:

Designation:

Optional Access in BioRAFT

- ☐ Edit Basic Group Information
- ☐ Edit Group Equipment Inventory
- ☐ Group Compliance Liaison
- ☐ [Create](#) Digital Door Signs
- ☐ Edit Group Biological Information
- ☐ Generate Door Signs
- ☐ Manage Group ChemTracker Inventory
- ☐ Print Door Signs
- ☒ View Group ChemTracker Inventory



Adding New Lab Staff

View Edit ChemTracker Dashboard **Members** Bio Training

Members | Manage Job Activities | Members History | Change PI

Klement Lab Members

Last Confirmed: 01/10/2020

Name	Email	Designation	Edit
Klement, Wyndi	Wyndi_Klement@baylor.edu	Principal Investigator	Edit

[Confirm List](#) [Definitions and Policies](#)

Add a member

Name: Karalyn Humphrey - Karalyn_Humphrey@baylor.edu

Designation:

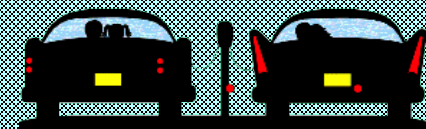
- Select
- Co-Investigator
- Assistant Scientist
- Graduate Student
- Lab Coordinator
- Lab Office Staff
- Lab Manager
- Post Doctorate Fellow
- Research Assistant
- Research Assistant Professor
- Research Associate
- Research Fellow
- Senior Research Associate
- Instructor
- Staff Scientist
- Summer Intern/Student
- Teaching Assistant
- Technician
- Undergraduate Student
- Unknown

Optional Access in BioRAFT

- ☐ Edit Basic Group Information
- ☐ Edit Group Equipment Inventory
- ☐ Group Compliance Liaison
- ☐ [Create](#) Digital Door Signs
- ☐ Edit Group Biological Information
- ☐ Generate Door Signs
- ☐ Manage Group ChemTracker Inventory
- ☐ Print Door Signs
- ☒ View Group ChemTracker Inventory

New or exiting lab members can be easily added/removed from BioRAFT.

Within the Members Tab, you can add your new staff member, assign their designation and allow optional access to various levels of your BioRAFT lab profile.





Identify Job Activities for new lab members!



Job Activities

Biological Animal Chemical Radiological Facilities Physical

Regulated Activities General

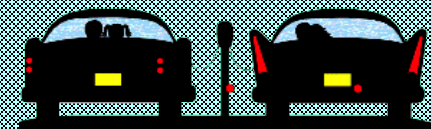
- ☒ Exposed to Bloodborne Pathogens or Human Source Materials ⓘ
- ☐ Operates at an Enhanced Biosafety/Biosecurity Level
- ☐ Ships Biological/Infectious Materials ⓘ
- ☐ Works with Arthropods that Require Arthropod Containment Level 1 ⓘ
- ☐ Works with Arthropods that Require Arthropod Containment Level 2 ⓘ
- ☐ Works with Arthropods that Require Arthropod Containment Level 3 ⓘ
- ☒ Works with Biological Materials ⓘ
- ☒ Works with Biosafety Level 2 Materials ⓘ
- ☐ Works with Biosafety Level 2+ Materials ⓘ
- ☐ Works with Biosafety Level 3 Materials ⓘ
- ☐ Works with Plants, Plant Pathogens or Vectors that Require BL-1P ⓘ
- ☐ Works with Plants, Plant Pathogens or Vectors that Require BL-2P ⓘ
- ☒ Works with Recombinant and/or Synthetic Nucleic Acids ⓘ
- ☐ Works with Select Agent Organisms ⓘ
- ☐ Works with Viral Vectors which May Infect Humans ⓘ

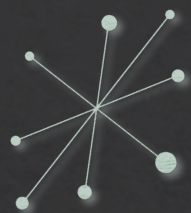
[Configure Defaults](#)

Lookup / Add

Please designate all job duties for each new lab member.

Training modules are directly tied to specific job duties within the lab. Depending on their job within your lab, training notifications may be sent as soon as they have been added.





Removing lab members from your lab in BioRAFT!



View Edit ChemTracker Dashboard **Members** Bio Training

Members | Manage Job Activities | Members History | Change PI

Klement Lab Members

Last Confirmed: 01/10/2020

Name	Email	Designation	
Klement, Wyndi	Wyndi_Klement@baylor.edu	Principal Investigator	Edit
Humphrey, Karalyn	Karalyn_Humphrey@baylor.edu	Co-Investigator	Edit Remove

Are you sure you would like to remove "Humphrey, Karalyn" from the Klement Lab?

Confirm Cancel

View Edit ChemTracker Dashboard **Members** Bio Training

Members | Manage Job Activities | Members History | Change PI

Klement Lab Members

Karalyn Humphrey was removed from the group.

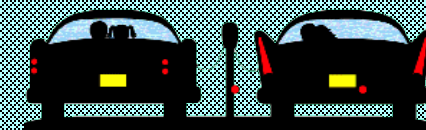
Last Confirmed: 01/10/2020

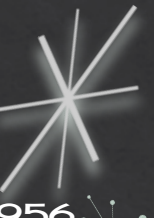
Name	Email	Designation	
Klement, Wyndi	Wyndi_Klement@baylor.edu	Principal Investigator	Edit

[Confirm List](#) [Definitions and Policies](#)

Please remove any members who no longer have access to your lab.

Only authorized individuals who have successfully completed all required safety training may have access to work within your laboratory.





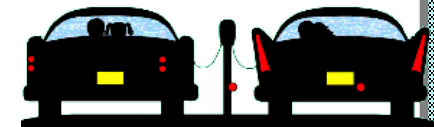
"This ain't fun. But you watch me, I'll get it done."

Jackie Robinson, Brooklyn Dodgers 1946-1956.

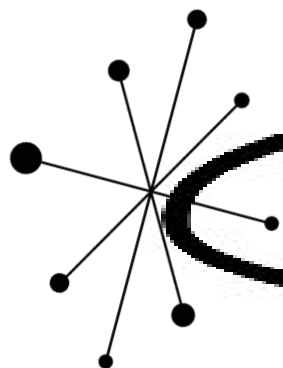
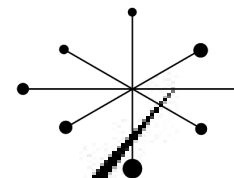
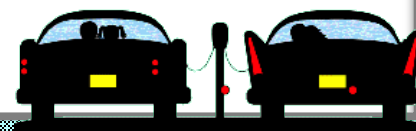


By now, you are practically a **BioRAFT All-Star**

- You have successfully set up your new laboratory.
- Registered your project(s).
- Populated your biological inventories and added your lab. equipment to your profile.
- Uploaded all lab related SOPs, documents and resources.
- Added your lab members and designated their job duties.



My lab is set up,
my project(s) are
registered, my
lab inventory
is up to date.
What's next?



Project Amendments

Have you added or deleted staff or collaborators to your project?

Have you introduced new biological material(s) or introduced a new technology to your project such as CRISPR or viral vectors?

Has your research changed to include recombinant or synthetic nucleic acids that now fall under the NIH Guidelines and are no longer exempt?



BioRAFT
Quick Guide

Modifications and
Amendments to approved
project(s)