

BioRAFT  
Quick Guide

New to Baylor?  
Let's set up your lab!

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

You now have *immediate* access to:

- Authorized personnel laboratory access
- Training requirements and status
- Inspection reports
- Chemical and biological inventories
- Equipment inventory and certification status
- SOP/manuals associated with your lab

### Welcome to BioRAFT - The Research Management Platform

**Log in with your BearID and Password**

[\(Click here for other access methods\)](#)

Please enter your BearID and Password to login.

[access](#) to this system is strictly limited to users associated to Baylor University. All [access](#) is monitored and logged.



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?](#)

# NEW TO BAYLOR OR JUST NEW TO BIORAFT?

You have successfully logged into BioRAFT and now we are going to set up your lab.

This process should only take a few minutes and can be modified anytime after submission.

Baylor University

Welcome, Wyndi Klement  
Support | Logout

Find Individual or Gro Search

### Setup Steps

The following item(s) require your attention. If you have any trouble or need help, please [Contact Us](#).

Klement Lab Setup

- [General Setup Wizard](#) Not Complete!

Skip Setup

Begin laboratory setup by clicking on the Setup Wizard link and following the prompts from there.



Find Individual or Group | Search

General Setup Wizard

Welcome Page

Welcome Page

Enter Lab's [Contact](#) Information

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Complete Lab Hazard Assessment

## Laboratory Registration Wizard

Welcome to the Laboratory [Registration](#) Wizard.

EH&S is best able to serve your needs and those of the institution through your co-operation in registering your laboratory's information within this system.

Providing EH&S with information about your laboratory and your lab members will help our efforts to train your researchers, prevent accidents and keep your laboratory safe. Additionally, it helps this institution meet the compliance requirements of federal and [state](#) laws. This is important to maintain eligibility for you and your fellow researchers to apply for grants and other financial assistance.

This wizard will collect the following information:

1. Your laboratory's contact information
2. A general description of your laboratory's purpose and research focus
3. The hazards your laboratory members are exposed to
4. Names and designations of the members of your laboratory
5. Job activities of each member to drive their training requirements

If you would like, you may delegate this process to another member of your lab: [Delegate Now](#)

You will still be required to certify that the information listed is correct.

[Continue to Laboratory Setup](#)

Start HERE!

BioRAFT gives you the option to **delegate** registration to another individual within your lab such as a lab manager, post doc, or graduate student.

***PLEASE NOTE:*** regardless of who uploads information into BioRAFT, the PI is ultimately responsible for complete laboratory and project registration.

Find Individual or Group Search

General Setup Wizard

Welcome Page

Welcome Page

Enter Lab's Contact Information

Enter Lab's Contact Information

Enter Lab's [Category](#) and Research Focus

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Complete Lab Hazard Assessment

Enter Lab Members

Enter Lab Members

Configure Lab Member Activities

Configure Lab Member Activities

Lab Setup Complete

Lab Setup Complete

### Laboratory Contact Information

Enter the basic contact information for your laboratory.

Lab Name: \*  
Klement Lab

Building: \*  
<Select>

Room Number: \*  
Enter the lab's primary room number.

Mail Code:

Departments:  
Environmental Health and Safety

Phone 1: \*  
Enter the laboratory's primary [contact](#) number. Please use the format XXX-XXX-XXXX.

Phone 2:  
Enter the laboratory's secondary contact number. Please use the format XXX-XXX-XXXX.

Website:  
If applicable, enter website address here. Please use the format http://www.example.com/

Fax:

Submit

Please provide current contact information and remember to press the SUBMIT button.

# LABORATORY CONTACT INFORMATION



*"YOU'RE OFF AND RUNNING!"*

Find Individual or Gro Search

General Setup Wizard

Welcome Page

Welcome Page

Enter Lab's Contact Information

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Complete Lab Hazard Assessment

Enter Lab Members

Enter Lab Members

Configure Lab Member Activities

Configure Lab Member Activities

Lab Setup Complete

Lab Setup Complete

### Enter Lab's Category and Research Focus

The Laboratory has been [updated](#).

#### Lab Category

From the following, please [select](#) all that apply to your lab. A lab category is a way of summarizing the types of activities performed by your laboratory.

Please hover your mouse over the question mark symbol for each category for a definition.

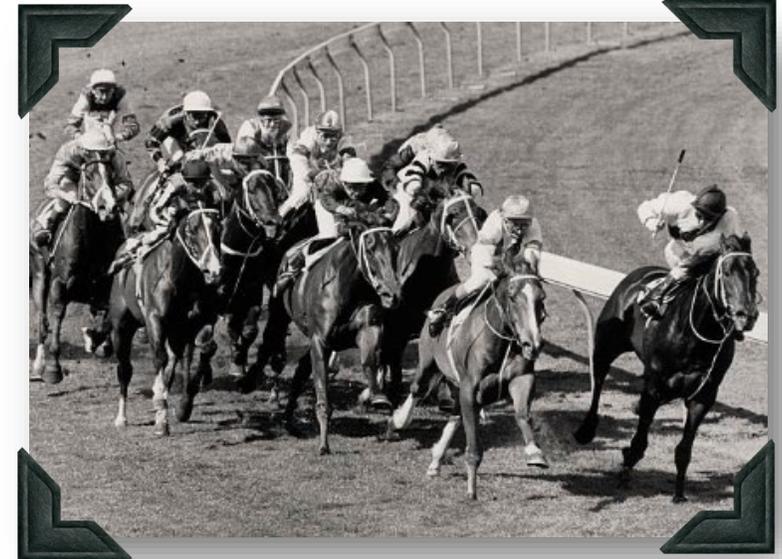
- Art Group ?
- Clinical Lab ?
- Computational and/or Theoretical Lab ?
- Electronics Lab ?
- Research Lab ?
- Research Support ?
- Shared Facility ?
- Teaching Lab ?
  
- No Categories ?

As part of the laboratory [registration](#) process we ask you to enter a brief description of your overall research focuses & goals.

#### Research Focus *[Example]*

This section is where you would put your "elevator speech" information regarding your research and the objectives you are working on. An "elevator speech" is when you get into an elevator with a stranger and they see your Baylor shirt and ask you what you do at Baylor. You essentially have 20-30 seconds to compress all your years of research into a clear and concise format that is both understandable and memorable. This short synopsis should be short, concise, and easily understandable to both the layperson or the VP of Research Compliance. |

Submit



Take a little time to determine the best strategy to describe your research objectives without overwhelming the reader right out of the gate.

# LABORATORY HAZARD ASSESSMENT

Find Individual or Gro Search

## General Setup Wizard

Welcome Page

Welcome Page

Enter Lab's Contact Information

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Complete Lab Hazard Assessment

Enter Lab Members

Enter Lab Members

Configure Lab Member Activities

Configure Lab Member Activities

Lab Setup Complete

Lab Setup Complete

## Complete Lab Hazard Assessment

- Your Lab Categories have been updated.
- Your Lab Focus has been created.

For each category below, please select the hazards to which lab personnel may be exposed and activities they will perform, regardless of the location in which they are working.

After completing this wizard, you will have the ability to change your lab's hazards at any time. If you have questions about which hazards apply to your lab, please complete this [form](#) and then contact EH&S with any questions you have.

### Biological:

- Animal blood, body fluids, and/or tissues
  - Non-human primate blood, body fluids, and/or tissues
  - Non-primate blood, body fluids, and/or tissues
- Animal inhalation anesthetics
- Biological materials
  - Biological materials - Biosafety Level 1
  - Biological materials - Biosafety Level 2
  - Biological materials - Biosafety Level 3
  - Biological materials - Biosafety Level 4
- Human blood, body fluids, tissues, and/or bloodborne pathogens
  - Human blood, body fluids, tissues, and/or bloodborne pathogens - Fixed
  - Human blood, body fluids, tissues, and/or bloodborne pathogens - Fresh
- Infectious proteins
- Live animals
  - Live animals - Animal Biosafety Level 1
  - Live animals - Animal Biosafety Level 2
  - Live animals - Animal Biosafety Level 3
  - Live animals - Animal Biosafety Level 4
  - Live animals treated with chemical hazards
  - Live invertebrates
  - Live vertebrates
- Plant research
- Recombinant and/or synthetic nucleic acids
- Select Agent pathogenic microorganisms

### Chemical:

- Any hazardous chemicals
- Carcinogens
- Corrosive liquids

Trainings will be triggered by any of these categories including but not limited to Basic Biosafety, Advanced Biosafety, Animal Handling, and mandatory Blood Borne Pathogen training.

***PLEASE NOTE:*** Work with rDNA *automatically* requires project registration with the IBC within the BioRAFT platform

#### Chemical:

- Any hazardous chemicals
- Carcinogens
- Corrosive liquids
- Engineered nanomaterials
- Environmental hazards
- Flammable chemicals
- Generates hazardous waste
- Hazardous compressed gases
- Hazardous drugs
- Highly toxic chemicals
- Irritants
- Reactive chemicals
- Regulated chemicals
- Teratogens and/or reproductive hazards

#### Ionizing Radiation:

- Ionizing radiation (including x-ray) generating equipment
- Radioactive materials
  - Alpha emitting materials
  - Beta emitting materials
  - Gamma emitting materials
  - Human blood, body fluids, and/or tissues - radioactive
  - Radioactive iodine compounds

#### Non-Ionizing Radiation:

- Commercial or lab-built microwave/radio frequency emitting equipment
- Lasers
- Magnetic fields, high intensity
- UV light sources

#### Physical:

- Confined spaces
- Cryogenics and dry ice
- Electrical hazards
- Field work in extreme environments
- Heavy material handling equipment
- Heights (working at 4 ft. or higher)
- Heights (working at 6 ft. or higher)
- High heat
- Highly repetitive lab work
- Hot work
- Inert compressed gases
- Lithium Batteries
- Noise hazards
- Particulates from machines and operations
- Pressure and vacuum vessels
- Robotic machinery
- Shop equipment

#### Regulated Activities:

- Having minors in the lab
- Shipping materials outside of institution
  - Shipping materials outside of institution - Biological
  - Shipping materials outside of institution - Chemical
  - Shipping materials outside of institution - Radioactive
- Transporting materials between buildings or campuses
  - Transporting materials between buildings or campuses - Biological
  - Transporting materials between buildings or campuses - Chemical
  - Transporting materials between buildings or campuses - Radioactive
- No Hazards

Submit

Now that your lab hazards have been identified, press **SUBMIT** and we can move onto the next section of your laboratory setup and registration.



*"YOUR ON THE BACK STRETCH AND LOOKING GREAT!"*

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ADDITION OF  
LAB MEMBERS  
&  
CONFIGURING  
LAB DUTIES

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# ADDITION OF LAB MEMBERS

“WHO’S ALLOWED TO BE WORKING IN YOUR LAB?”- EHS

BioRAFT gives you flexibility to manage your lab members and their roles and responsibilities!

You should review your members at the beginning of each semester to verify that your lab is up to date.

The screenshot shows the Baylor University BioRAFT interface. At the top left is the Baylor University logo. At the top right, it says "Welcome, Wyndi Klement" with links for "Support" and "Logout". Below the header is a navigation sidebar on the left with a search bar and a list of menu items: "General Setup Wizard", "Welcome Page", "Enter Lab's Contact Information", "Enter Lab's Category and Research Focus", "Complete Lab Hazard Assessment", "Enter Lab Members" (highlighted), "Configure Lab Member Activities", and "Lab Setup Complete". The main content area is titled "Laboratory Members" and features a green notification box: "Your Lab Hazards have been updated." Below this is a text instruction: "On this screen, please enter the names of the personnel in your group. For each person please indicate what their designation is and what permissions you would like them to have within your group. This information is important for determining [access](#) controls inside of BioRAFT." A table lists the current member: Wyndi Klement, Principal Investigator. Below the table is an "Add a member" form with fields for "Name:" and "Designation:" (set to "Select"), and a "Lookup / Add" button. A "Done Adding Members" button is circled in green. A callout box with a green border contains the text: "-Quickly and easily add/delete lab staff/student workers" and "-Designate role of staff member within your lab".

Welcome, Wyndi Klement  
Support | Logout

Baylor University

Find Individual or Gro Search

General Setup Wizard

Welcome Page

Welcome Page

Enter Lab's Contact Information

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Complete Lab Hazard Assessment

Enter Lab Members

Enter Lab Members

Configure Lab Member Activities

Configure Lab Member Activities

Lab Setup Complete

Lab Setup Complete

### Laboratory Members

Your Lab Hazards have been updated.

On this screen, please enter the names of the personnel in your group. For each person please indicate what their designation is and what permissions you would like them to have within your group. This information is important for determining [access](#) controls inside of BioRAFT.

Name	Email	Designation	
Klement, Wyndi	Wyndi_Klement@baylor.edu	Principal Investigator	<a href="#">Edit</a>

[Definitions and Policies](#)

Add a member

Name:

Designation:

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. Please only click Add Once. Thank you for your patience.

-Quickly and easily add/delete lab staff/student workers

-Designate role of staff member within your lab

# CONFIGURING MEMBER ACTIVITIES

“WHO HANDLES WHAT IN YOUR LAB?”-EHS

BioRAFT lets you customize the job duties of your laboratory members. In a nutshell, **YOU** designate who is allowed to handle what in your lab.

NOTE: As students/staff knowledge, skills and abilities increase, you can easily modify their roles and responsibilities to reflect their increased knowledge base.

Welcome, Wyndi Klement  
Support | Logout

Baylor University

Find Individual or Group Search

### Configure Activities

These changes may take up to five minutes to take effect throughout the system.

Please confirm the type of activities each group member performs. This information is important for auditing training requirements inside of BioRAFT.

Biological Animal Chemical Radiological Facilities Physical  
Regulated Activities General

Name	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
Klement, Wyndi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roles that are enabled for one or more group members, but have been disabled in the group defaults:

- Access basic user experience: Wyndi Klement
- Committee Member: Wyndi Klement
- View Group Biological Information: Wyndi Klement
- View Group Inspection Dashboard: Wyndi Klement
- View Group Training Dashboard: Wyndi Klement

Submit

Click on each TAB and check every job duty box that would apply to each lab member.

Submit form when complete to update your BioRAFT laboratory profile.

## Laboratory Setup Complete

Find Individual or Group

The roles/activities for this group have been updated.

### General Setup Wizard

Welcome Page

Welcome Page

Enter Lab's Contact Information

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Complete Lab Hazard Assessment

Enter Lab Members

Enter Lab Members

Configure Lab Member Activities

Configure Lab Member Activities

Thank you for entering your general laboratory information. This information is now stored and available to you and your departmental oversight officers and committees. As your research projects and laboratory staff changes, please [login](#) to BioRAFT and update this information.

Please click Continue to proceed. You will be directed back to the Setup Steps if you have more to do, or to your BioRAFT main page. You may click 'logout' to exit the system at any time.

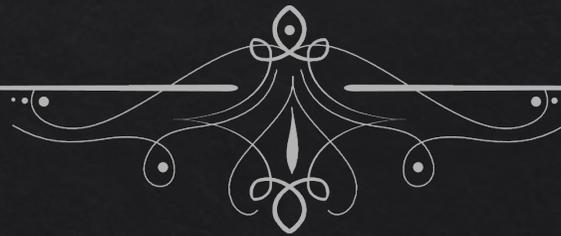
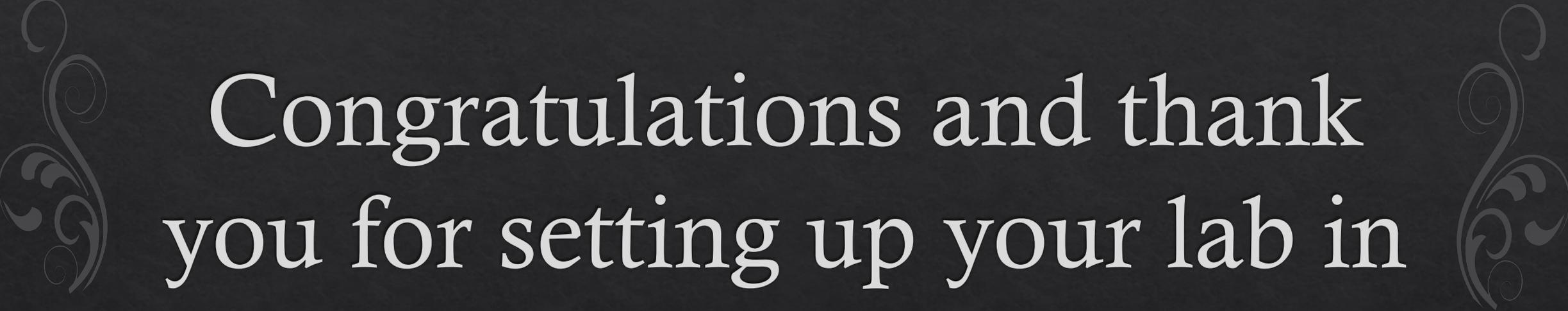
# YOU DID IT!

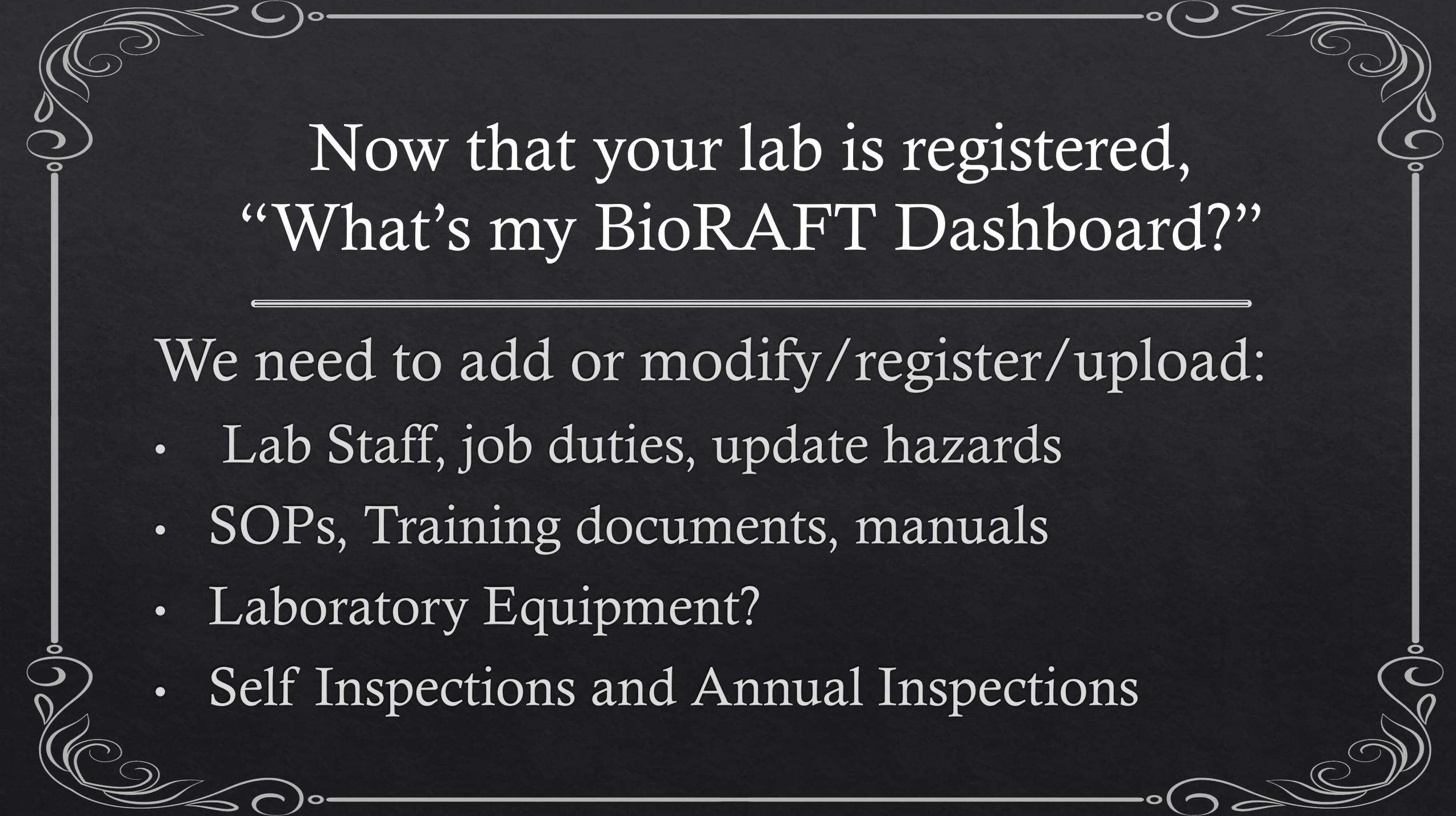
## You have successfully added your laboratory into BioRAFT!





Congratulations and thank  
you for setting up your lab in  
BioRAFT!



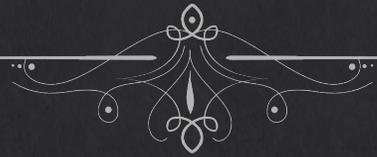


Now that your lab is registered,  
“What’s my BioRAFT Dashboard?”

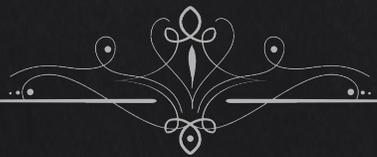
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We need to add or modify/register/upload:

- Lab Staff, job duties, update hazards
- SOPs, Training documents, manuals
- Laboratory Equipment?
- Self Inspections and Annual Inspections



Learn how  
BioRAFT can  
help you manage  
your laboratory!



BioRAFT  
Quick Guide

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