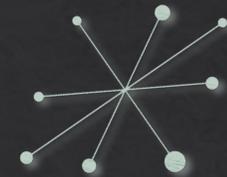
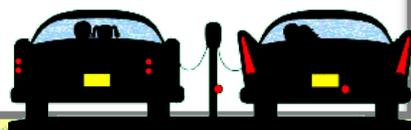


BioRAFT  
Quick Guide

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

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

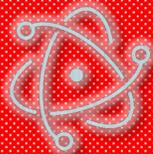


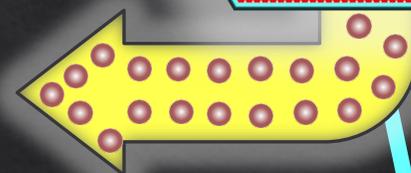
# Table of Contents

- BioRAFT Dashboard.....5
- Upload SOPs.....9
- Populate Equipment Inventory.....12
- Modify Lab Personnel.....15
- What's next?.....20
- Modifying approved projects.....22



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 ⓘ

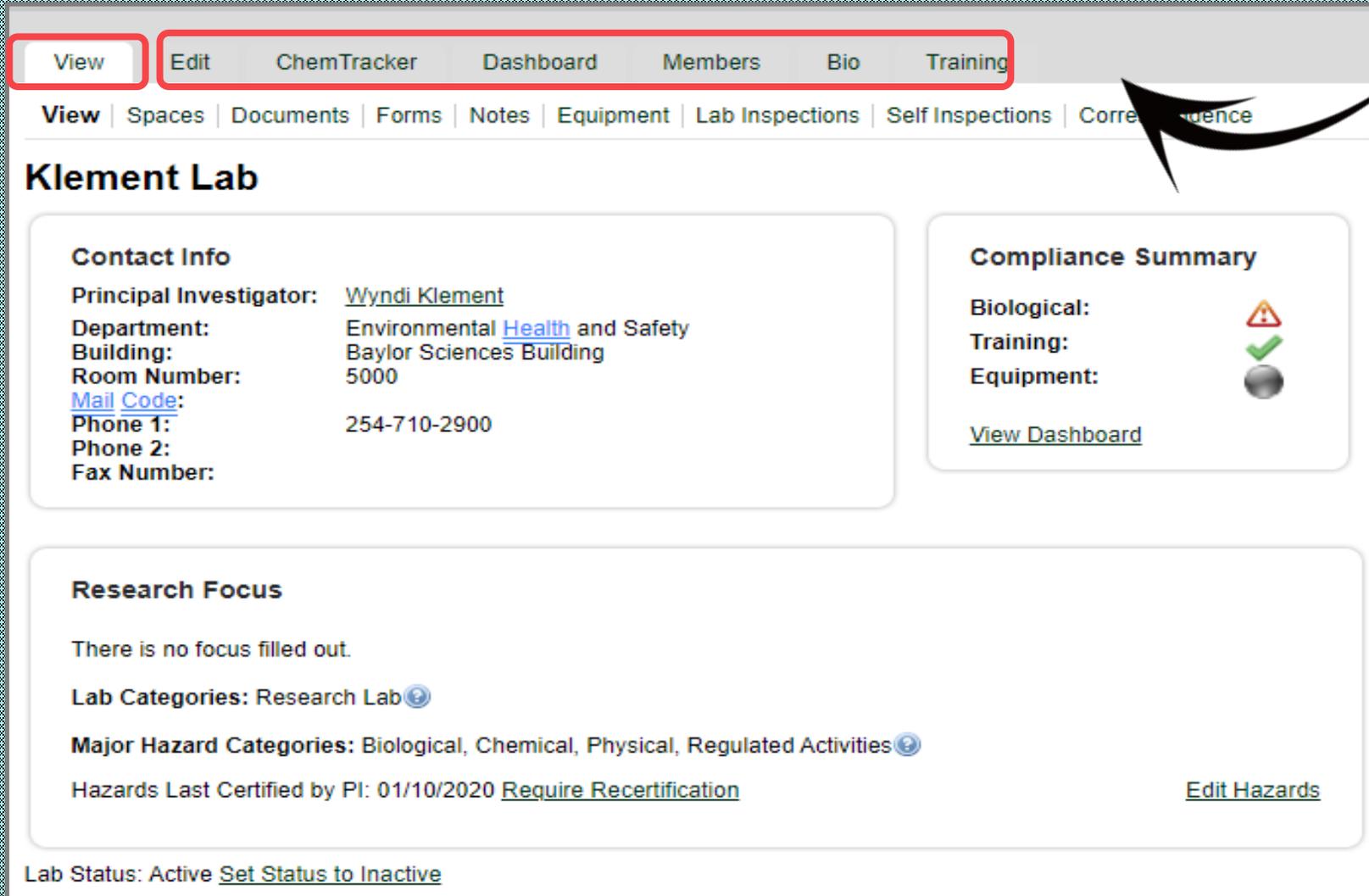
**Major Hazard Categories:** Biological, Chemical, Physical, Regulated Activities ⓘ

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

## 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](#)

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!

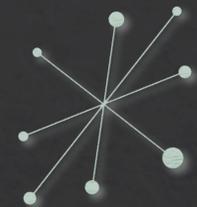
The screenshot shows a web interface for 'Klement Lab'. At the top, there are primary tabs: View, Edit, ChemTracker, Dashboard, Members, Bio, and Training. Below these, a secondary set of tabs is highlighted with a yellow box: View, Spaces, Documents, Forms, Notes, Equipment, Lab Inspections, Self Inspections, and Correspondence. The main content area is divided into three sections: '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: warning icon, Training: green checkmark, Equipment: grey circle, View Dashboard link), and '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 link). At the bottom left, it says 'Lab Status: Active Set Status to Inactive'. A black arrow points from the 'View' tab in the secondary set to the 'Compliance Summary' section.

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

## 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](#)

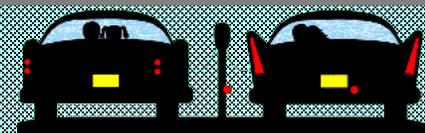
This window gives an *immediate* snapshot of your current lab status.

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

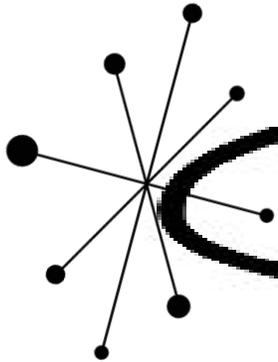
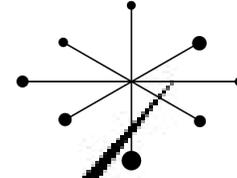
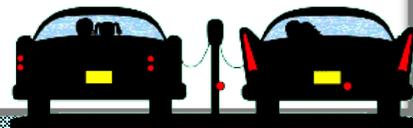
-*within compliance* regarding hazard associated **training**

-*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!"

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](#)



# 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:

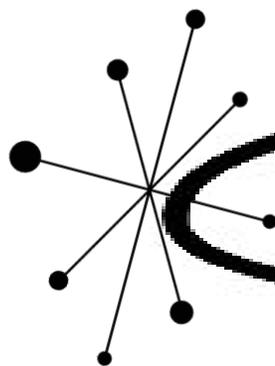
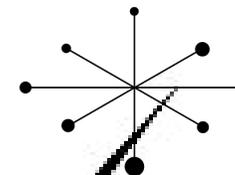
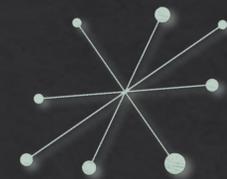
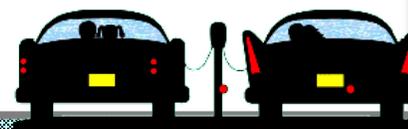
| File Name   | File Type | Description | Date uploaded | Submitted By |  |  |
|---|-----------|-------------|---------------|--------------|--|--|
| There are currently no files attached to this Laboratory -- |           |             |               |              |  |  |

[Attach a New Document](#)

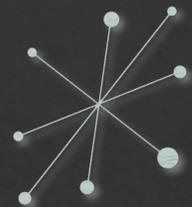
You will be able to add all SOPs, lab safety manuals, equipment log forms (autoclave, ect), permits, non-BioRAFT training certifications, and any other relevant documentation with **Attach a New Document**.



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](#)

- ### 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](#)

**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

Equip  
Serial  
Enter the  
Building  
< Sel  
What bu  
Room:  
What build  
Enter the  
Primar  
Enter the n  
Please s  
Used B  
Klem  
Labs/Spac  
Labs/Sp  
Manuf  
What co  
What co  
Model:  
Enter the  
Laser  
Pleas  
Select th  
Laser  
Select th  
ANSI H  
Select th  
Please sel

## Submit Freezer

Equipme  
Serial Nu  
Enter the s  
Building  
< Sele  
What bui  
Room: \*  
What build  
Enter the r  
Please s  
Used By  
Klem  
Labs/Spac  
Labs/Sp  
Manuf  
What comp  
What co  
Model:  
Enter the n  
Tempera  
0 to  
-31 t  
-61 t  
-91 t  
-121  
below  
Other  
Please sel

## Submit Autoclave

Equipment [Settings](#)  
Serial Number: \*  
Enter the serial number  
Building: \*  
< Select >  
What building does this  
Room: \*  
Enter the room number  
Used By: \*  
Klement Lab  
Labs/Spaces using this  
Manufacturer:  
What company manufa  
Model:  
Enter the model number  
Equipment picture  
Image Upload:  
Choose File  
Please upload a pict  
Type:  
Asset Tag:  
Enter the asset tag num

## 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: \*  
Enter the room number in that building.

Used By: \*  
Klement Lab  
Labs/Spaces using this Biosafety Cabinet

Manufacturer:  
What company manufactures this item?

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

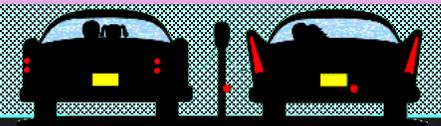
Equipment picture  
Image Upload:  
Choose File No file chosen  
Please upload a picture of the equipment being created.

Type: \*  
Enter the model number or name, as specified by the manufacturer.

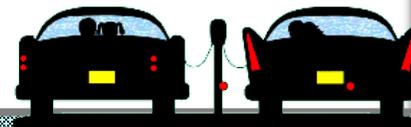
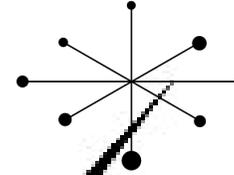
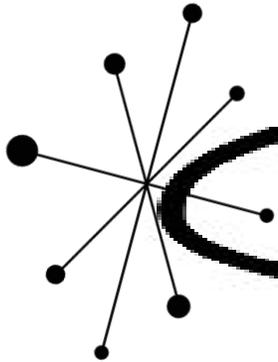
For those pieces of equipment that require **annual certification** (BSC, laminar flow hoods, clean benches, chemical fume hoods, safety showers, eye wash stations) these must be added to your laboratory so EHS can make arrangements for certification.

**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 | <a href="#">Edit</a> |

[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

The screenshot shows the BioRAFT interface with the 'Members' tab selected. The 'Klement Lab Members' section displays a table with one member: Klement, Wyndi (Principal Investigator). Below the table, the 'Add a member' form is visible. The 'Name' field contains 'Karalyn Humphrey - Karalyn\_Humphrey@baylor.edu'. The 'Designation' dropdown menu is open, showing a list of roles. A callout box highlights the 'Optional Access in BioRAFT' section, which includes checkboxes for various permissions, with 'View Group ChemTracker Inventory' checked.

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

**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

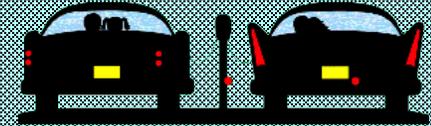
- Exposed to Bloodborne Pathogens or Human Source Materials ⓘ
- Operates at an Enhanced Biosafety/Biosecurity Level
- Ships Biological/Infectious Materials ⓘ
- Works with Arthropods that Require Arthropod Containment Level 1 ⓘ
- Works with Arthropods that Require Arthropod Containment Level 2 ⓘ
- Works 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            |                                    |
|-----------------------------------|-----------------------------|------------------------|------------------------------------|
| <a href="#">Klement, Wyndi</a>    | Wyndi_Klement@baylor.edu    | Principal Investigator | <a href="#">Edit</a>               |
| <a href="#">Humphrey, Karalyn</a> | Karalyn_Humphrey@baylor.edu | Co-Investigator        | <a href="#">Edit</a> <b>Remove</b> |

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

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

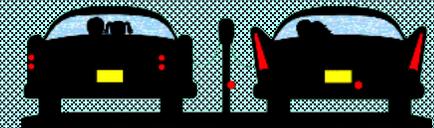
**Karalyn Humphrey was removed from the group.**

Last Confirmed: 01/10/2020

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

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

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





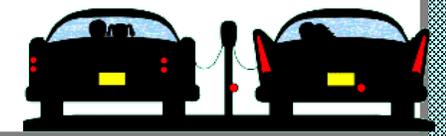
**"This ain't fun. But you watch me,  
I'll get it done."**

Jackie Robinson, Brooklyn Dodgers 1946-1956.

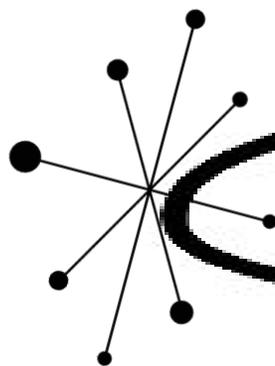
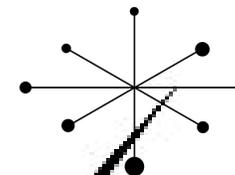
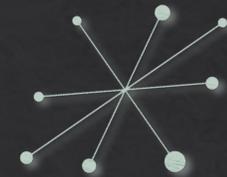
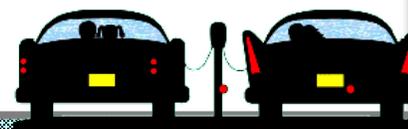


**By now, you are  
practically a  
BioRAFT All-Star**

- 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)