

SciShield
Quick Guide

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

Did you know
SciShield can
help you
Manage
YOUR Lab?

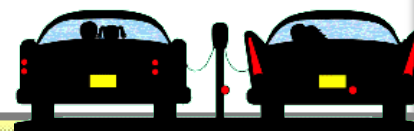
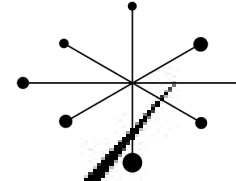
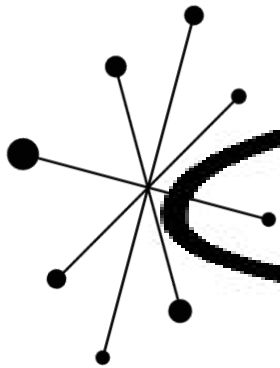


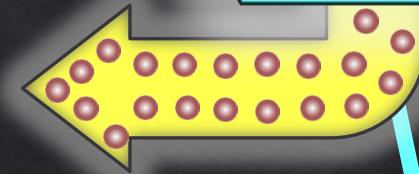
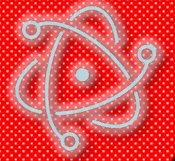
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- What's next?.....20
- Modifying approved projects.....22



OPEN
24 HOURS

SciShield
DRIVE-IN






SciShield Login for your Lab



Welcome to SciShield! Support


Baylor University


Welcome to SciShield - 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 Uni


 | Baylor University

Please log in with your Bear ID and Password to access SciShield

Bear ID
wyndi_klement

Password
.....

Do Not Remember Login

 protected by

Log In

[Forgot Password?](#)

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



Welcome to your SciShield 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.

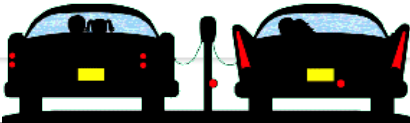
Lab Categories: Research Lab 

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 

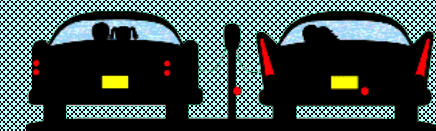
Major Hazard Categories: Biological, Chemical, Physical, Regulated Activities 

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.





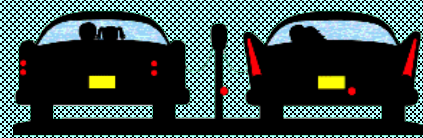
There is a wealth of information available in each subsection!



The screenshot shows a web application interface for 'Klement Lab'. At the top, there are primary navigation tabs: View, Edit, ChemTracker, Dashboard, Members, Bio, and Training. Below these is a secondary navigation bar with tabs: View, Spaces, Documents, Forms, Notes, Equipment, Lab Inspections, Self Inspections, and Correspondence. The 'View' tab is highlighted with a yellow box and an arrow pointing to it from the text on the right. The main content area is divided into three sections: 'Contact Info', 'Compliance Summary', and 'Research Focus'. The 'Contact Info' section lists details for the Principal Investigator, Wyndi Klement, including department, building, room number, and phone numbers. The 'Compliance Summary' section shows status for Biological (warning icon), Training (green checkmark), and Equipment (grey circle icon), with a 'View Dashboard' link. The 'Research Focus' section indicates no focus is filled out, lists lab categories as 'Research Lab', and major hazard categories as 'Biological, Chemical, Physical, Regulated Activities'. It also shows the last certification date as 01/10/2020 and a link to 'Require Recertification'. At the bottom, the lab status is 'Active' with a link to '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

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](#)

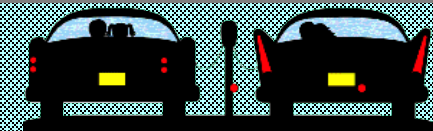
This window gives an *immediate* snapshot of your current lab status.

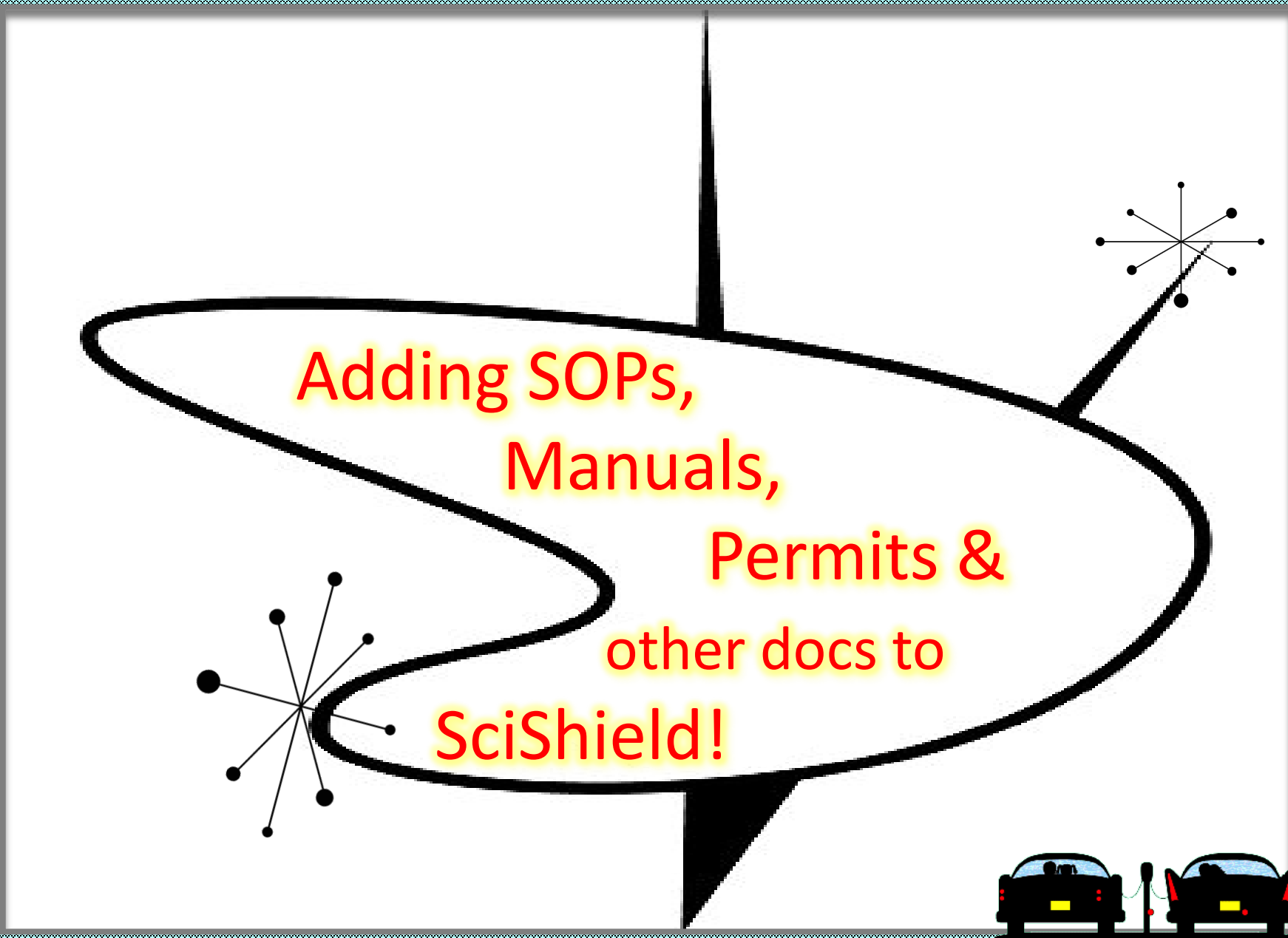
At a glance, **this** lab is:

-*out of compliance* with their **biological project registration AND** has not filled out basic information on what their lab is working with and why

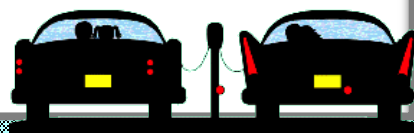
-*within compliance* regarding hazard associated **training**

-*no information available* for **laboratory equipment**





Adding SOPs,
Manuals,
Permits &
other docs to
SciShield!



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

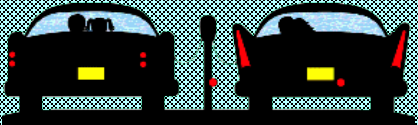
Klement Lab Documents

File Type: Classification:

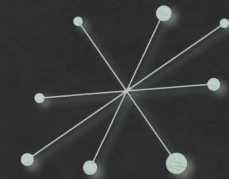
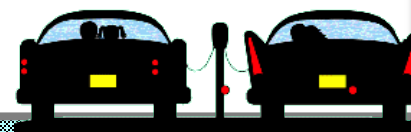
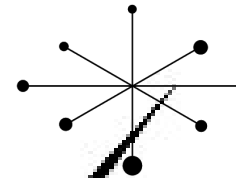
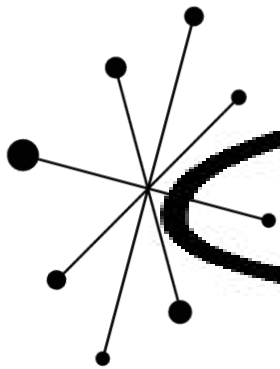
File Name	File Type	Description	Date uploaded	Submitted By		
There are currently no files attached to this Laboratory --						

[Attach a New Document](#)

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



Adding your
Laboratory
Equipment
to SciShield!







Adding your Laboratory Equipment to SciShield!



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

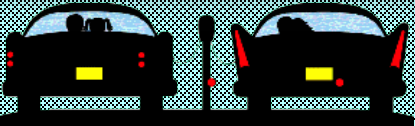
Please [select](#) the type of equipment you would like to add:

- [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 and/or update your laboratory equipment.

NOTE: If your equipment is not registered in SciShield, you may miss the opportunity for annual instrumentation certification or inspection.

Annual certification may be necessary to maintain a warranty.



Submit Laser

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

Submit Freezer

Equipme
Serial Nu
Enter the s
Building
< Select
What build
Room: *
Enter the
Primar
Enter the n
Please s
Used B
Klem
Klem
Labs/Spac
Labs/Sp
Manuf
What co
Model:
N/A
Enter the
Laser
Pleas
Select th
Laser
Select th
ANSI H
Select th
Please sel

Submit Autoclave

Equipme [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 manufactures this
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: *
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.

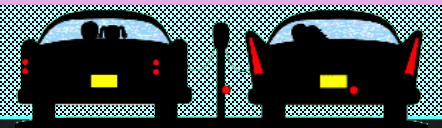
Equipment picture
Image Upload:
Choose File No file chosen
Please upload a picture of the equipment being created.

Type: *

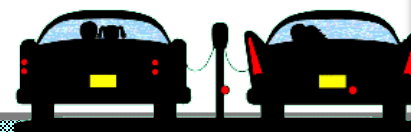
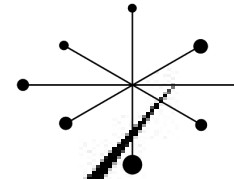
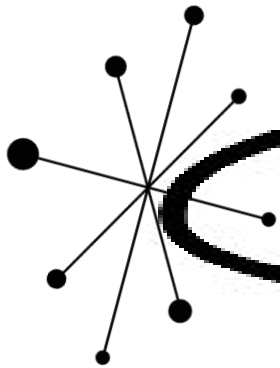
For those pieces of equipment that require **annual certification** (BSC, laminar flow hoods, clean benches, chemical fume hoods, safety showers, eye wash stations) these must be added to your laboratory so EHS can make arrangements for certification.

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
SciShield!





Do you have new lab staff member 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](#)

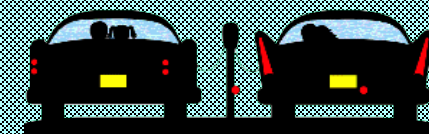
Add a member

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 Member

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:

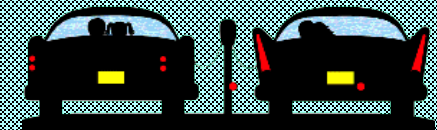
- Select
- Select
- Co-Investigator
- Assistant Scientist
- Graduate Student
- Lab Coordinator
- Lab Office Staff
- Lab Manager
- Post Doctorate Fellow
- Research Assistant
- Research Assistant Professor
- Research Associate
- Research Fellow
- Senior Research Associate
- Instructor
- Staff Scientist
- 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 SciShield.

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



Identify Job Activities for new lab members!

Job Activities

Biological

Animal

Chemical

Radiological

Facilities

Physical

Regulated Activities

General

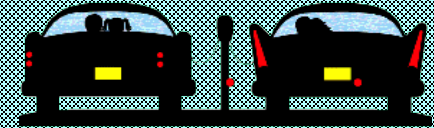
- Exposed to Bloodborne Pathogens or Human Source Materials
- Operates at an Enhanced Biosafety/Biosecurity Level
- Ships Biological/Infectious Materials
- Works with Arthropods that Require Arthropod Containment Level 1
- Works with Arthropods that Require Arthropod Containment Level 2
- Works with 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

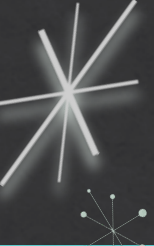
Please designate all job duties for each new lab member.

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 SciShield!



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

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.

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

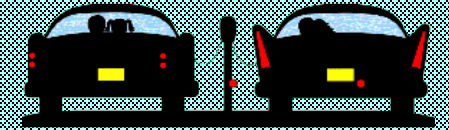
Klement Lab Members

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](#)



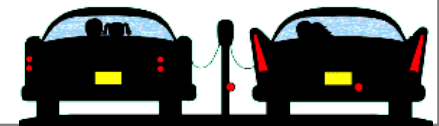
“This ain’t fun. But you watch me, I’ll get it done.”

Jackie Robinson, Brooklyn Dodgers 1946-1956

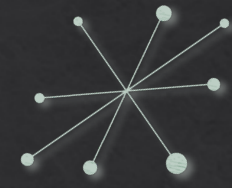
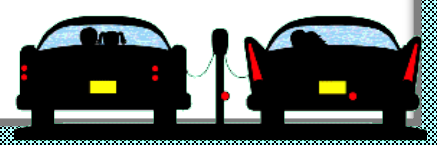
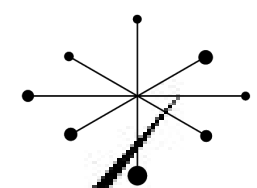
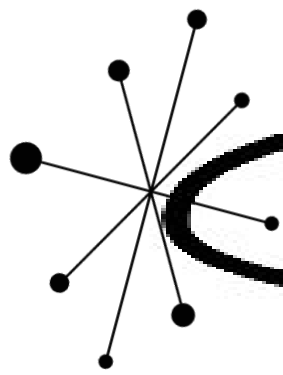


By now, you are practically a
SciShield All-Star!

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



My lab is set up,
my lab inventories
are up to date.
What's next?



Biological Registration

1. Do you have an **existing IBC Approved protocol** since 2020?
2. Are you planning to initiate **NEW** research involving biological materials?
3. Are you planning on **MODIFYING** an existing protocol?
4. Is your project complete and you need to **CLOSE** your protocol?



SciShield
Quick Guide

Biological Registration:
New Projects, Risk
Assessments, & Inventories