SciShield
Quick Guide

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

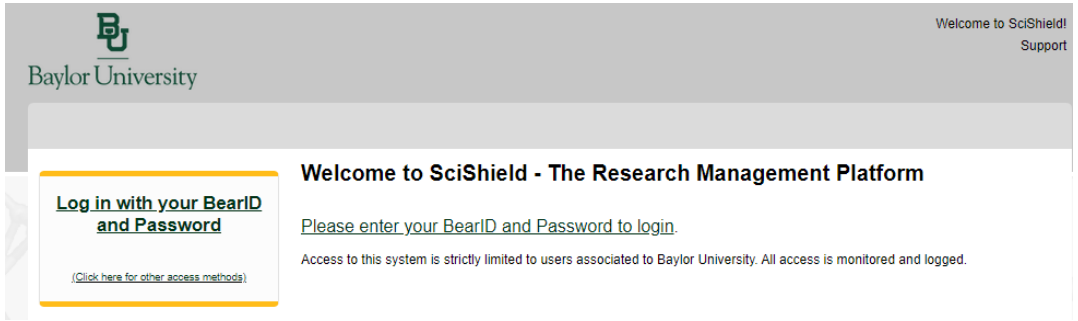
Table of Contents

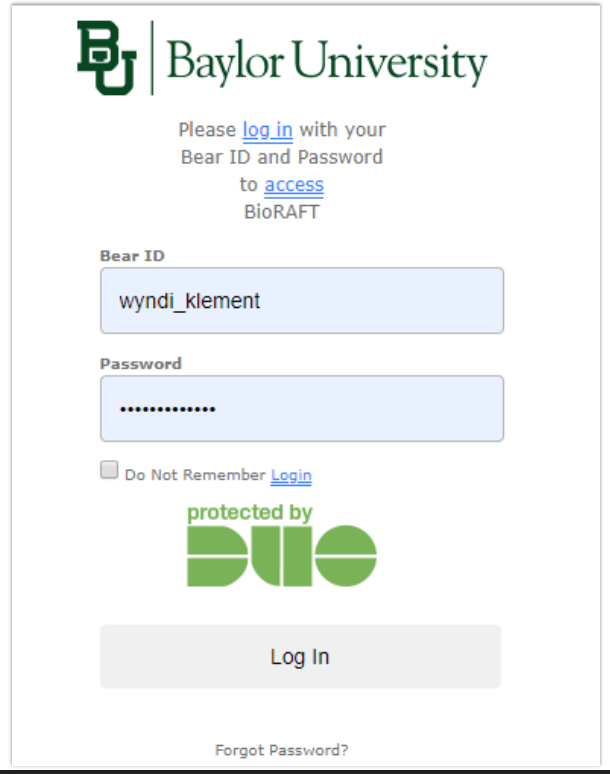
- Laboratory Set-Up Wizard……..5
- Laboratory Contact Information……..6
- Laboratory Designation and Research Focus……7
- Laboratory Hazard Assessment ……8
- Addition of Laboratory Members……..10
- Configuring Job Activities for Added Lab Members……12
- What's next?……15

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

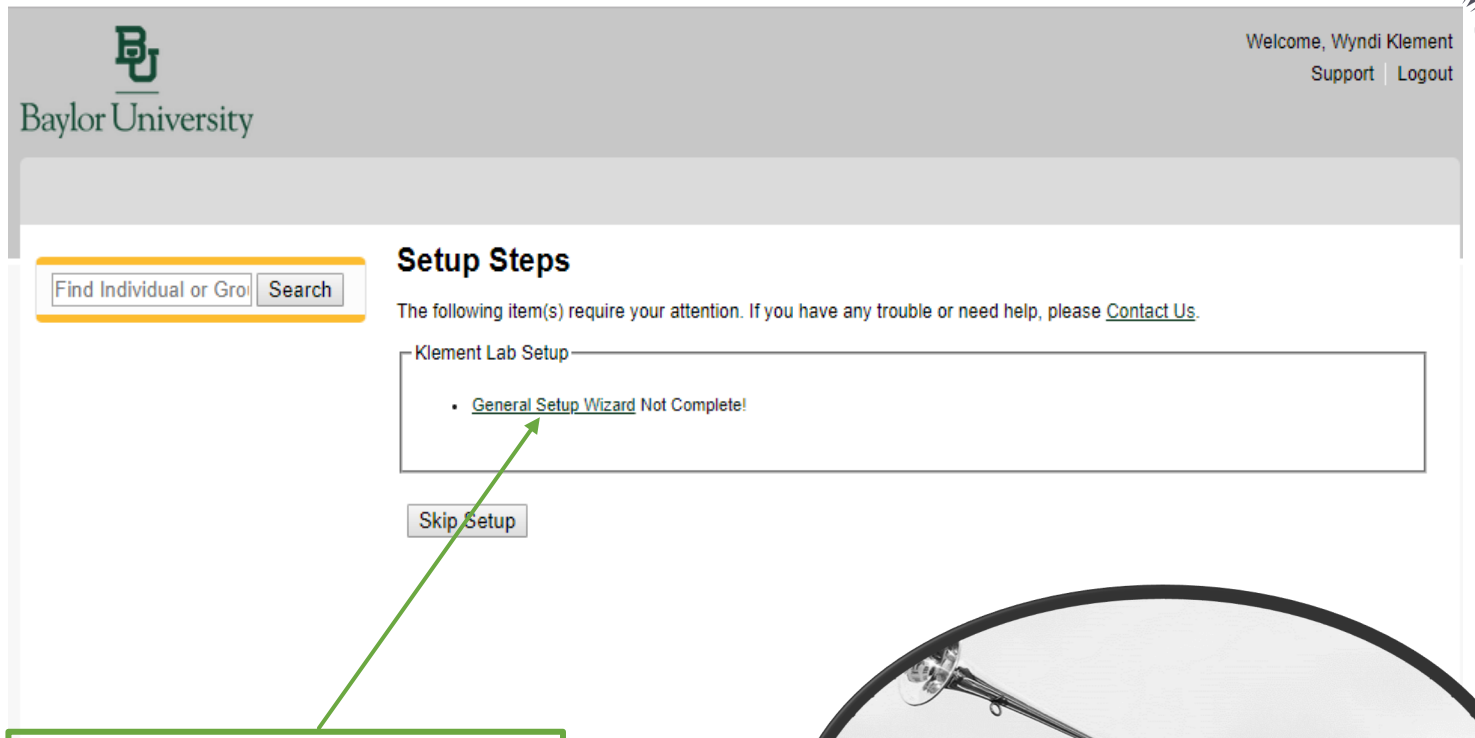




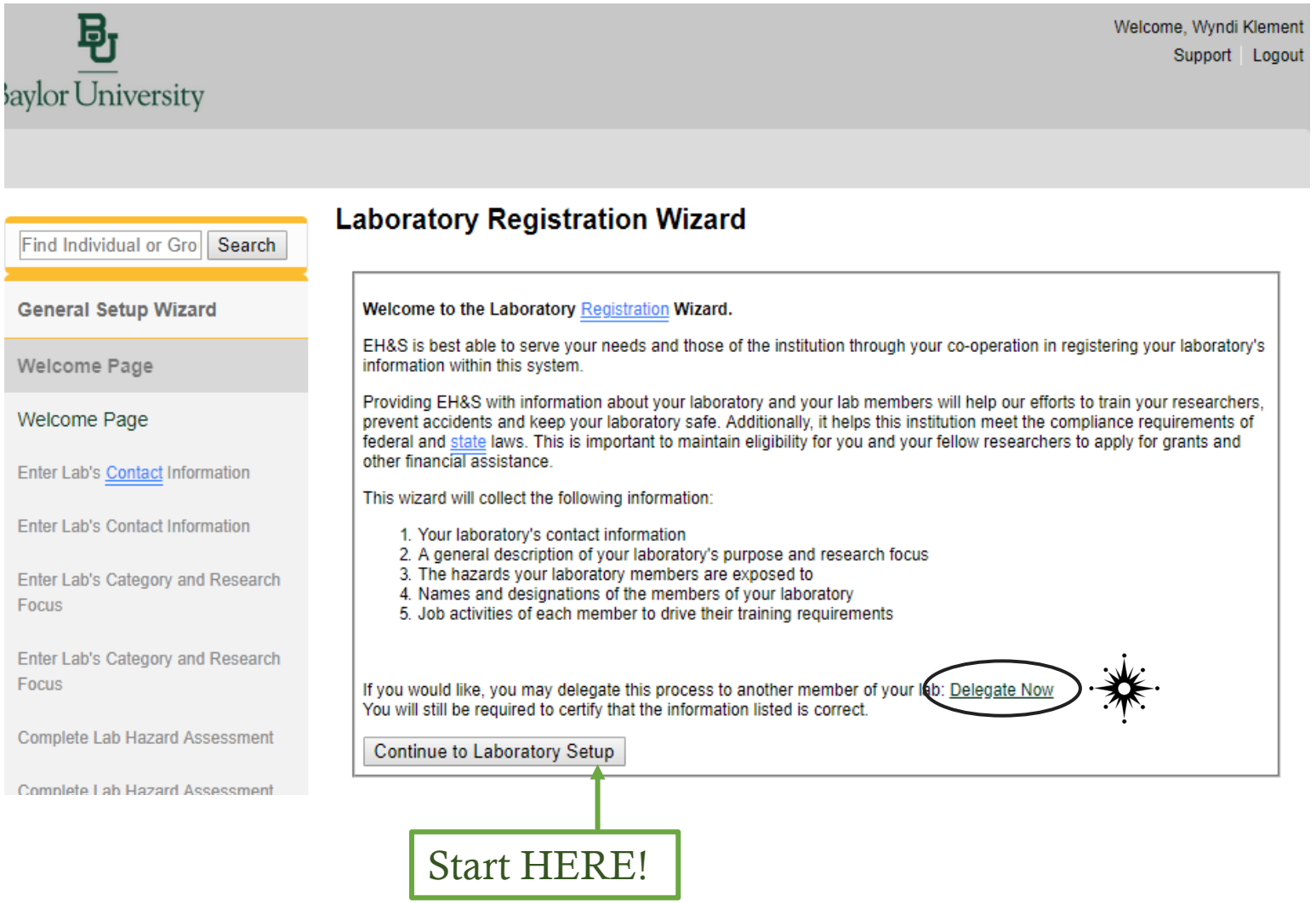
NEW TO BAYLOR OR JUST NEW TO SCISHIELD?

You have successfully logged into SciShield 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.



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



SciShield 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 SciShield, the PI is ultimately responsible for complete laboratory and project registration.

Baylor University

Welcome, Wyndi Klement
Support | Logout

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 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!"

Baylor University

Welcome, Wyndi Klement
Support | Logout

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
- [x] Research Lab
- [ ] Research Support
- [ ] Shared Facility
- [ ] Teaching Lab

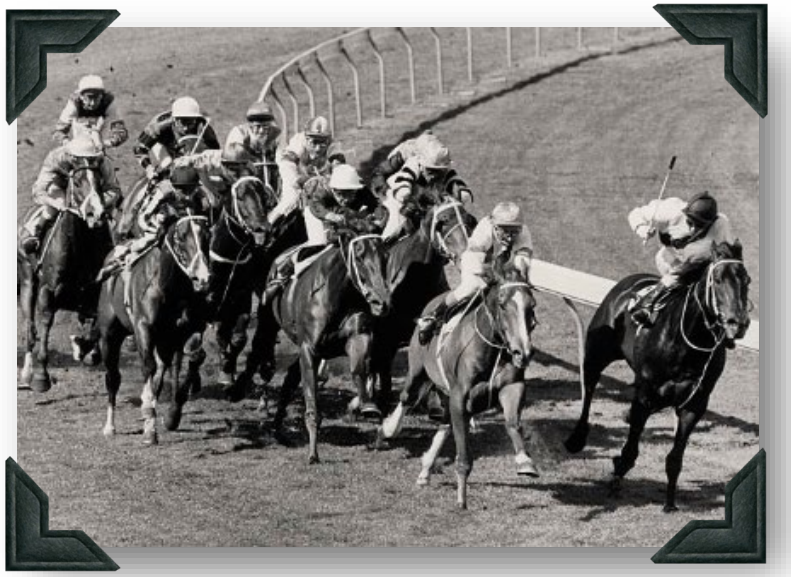
- [ ] No Categories

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

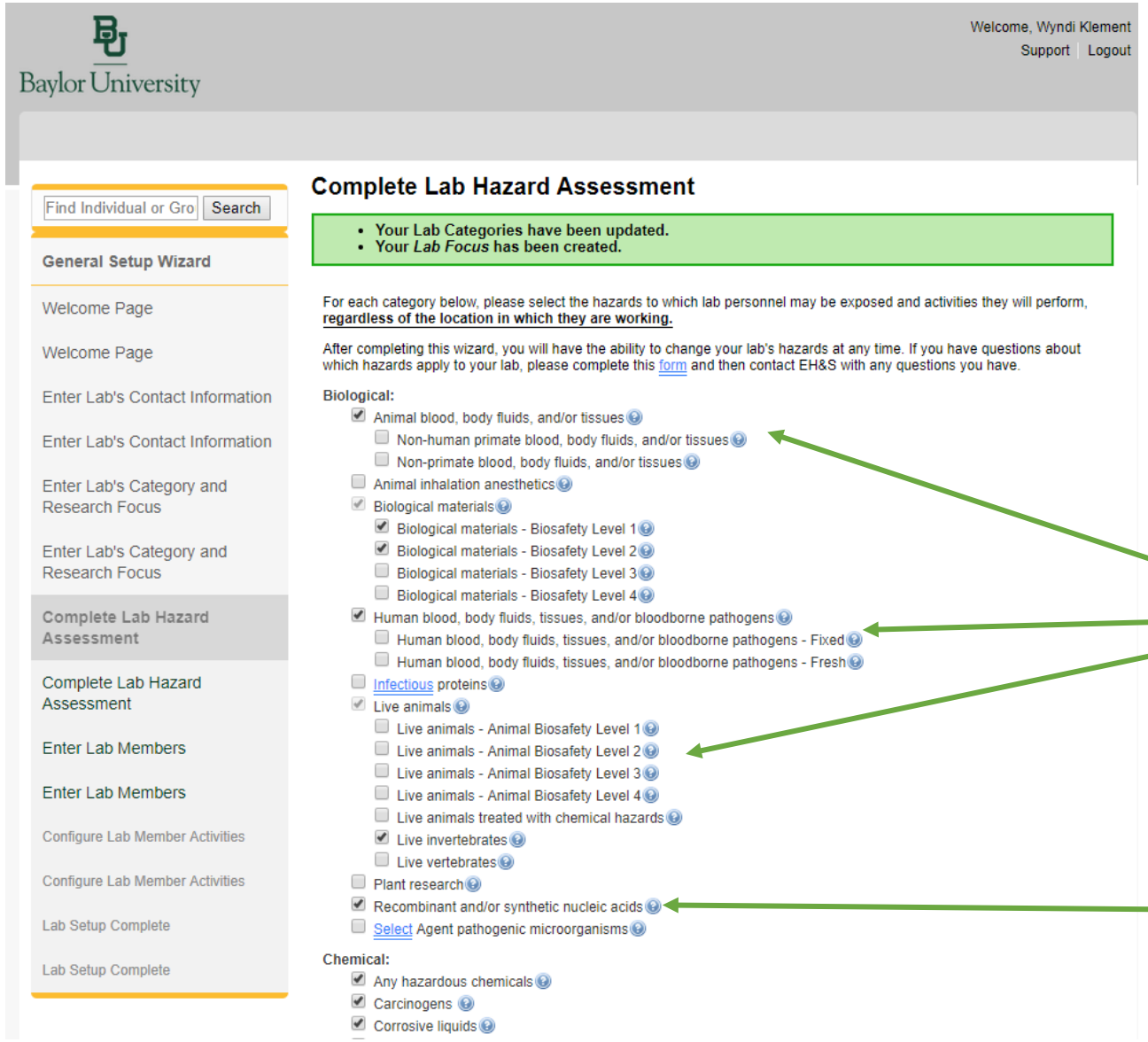
Research Focus [*Example*]

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

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 SciShield platform

Chemical:

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

Ionizing Radiation:

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

Non-Ionizing Radiation:

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

Physical:

- [ ] Confined spaces
- [x] Cryogens 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
- [x] Highly repetitive lab work
- [ ] Hot work
- [ ] Inert compressed gases
- [ ] Lithium Batteries
- [ ] Noise hazards
- [ ] Particulates from machines and operations
- [x] Pressure and vacuum vessels
- [ ] Robotic machinery
- [ ] Shop equipment

Regulated Activities:

- [ ] Having minors in the lab
- [x] Shipping materials outside of institution
  - [x] Shipping materials outside of institution - Biological
  - [ ] Shipping materials outside of institution - Chemical
  - [ ] Shipping materials outside of institution - Radioactive
- [x] Transporting materials between buildings or campuses
  - [x] 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!"

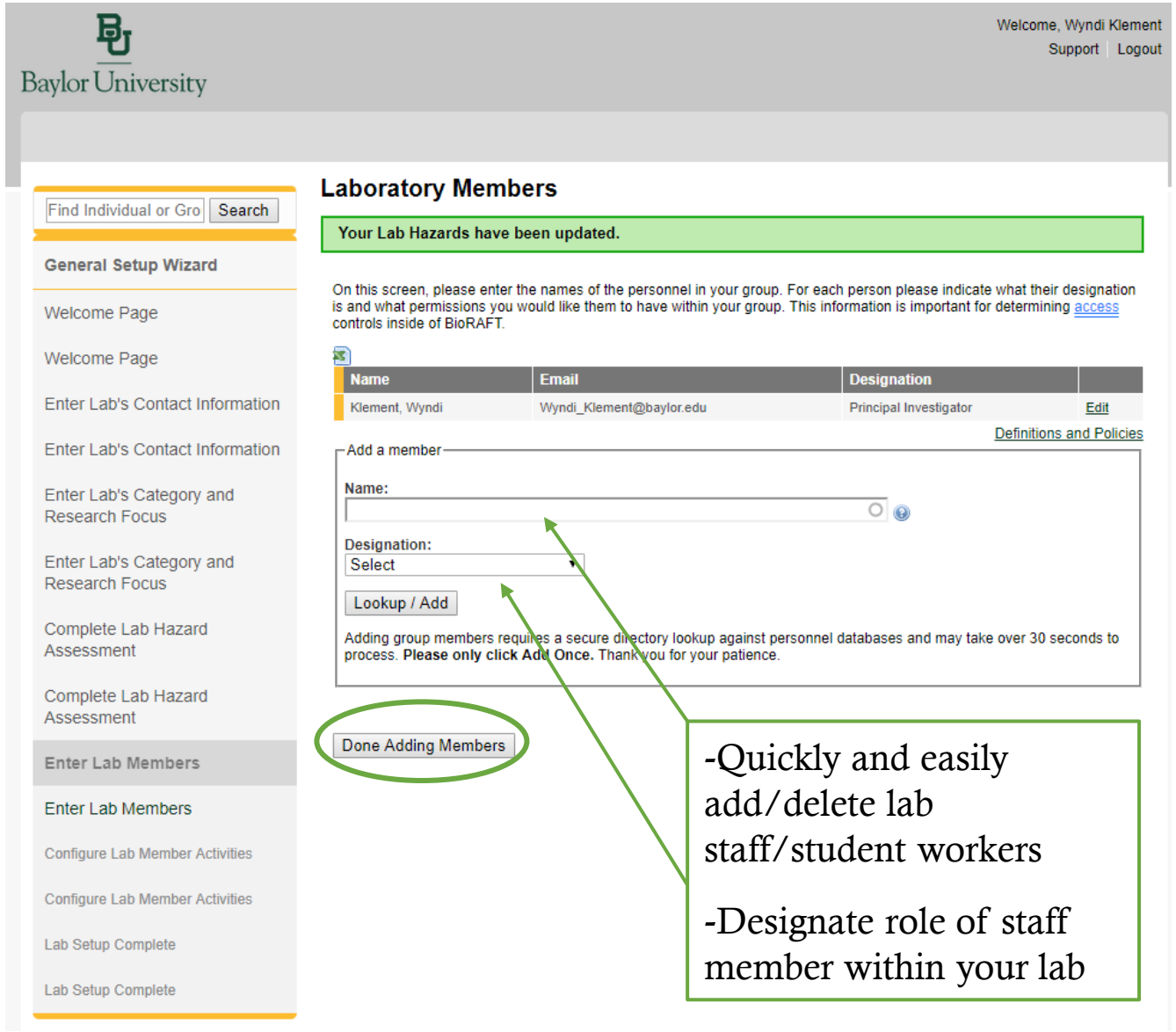
ADDITION OF LAB MEMBERS & CONFIGURING LAB DUTIES

ADDITION OF LAB MEMBERS

"WHO'S ALLOWED TO BE WORKING IN YOUR LAB?"- EHS

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

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

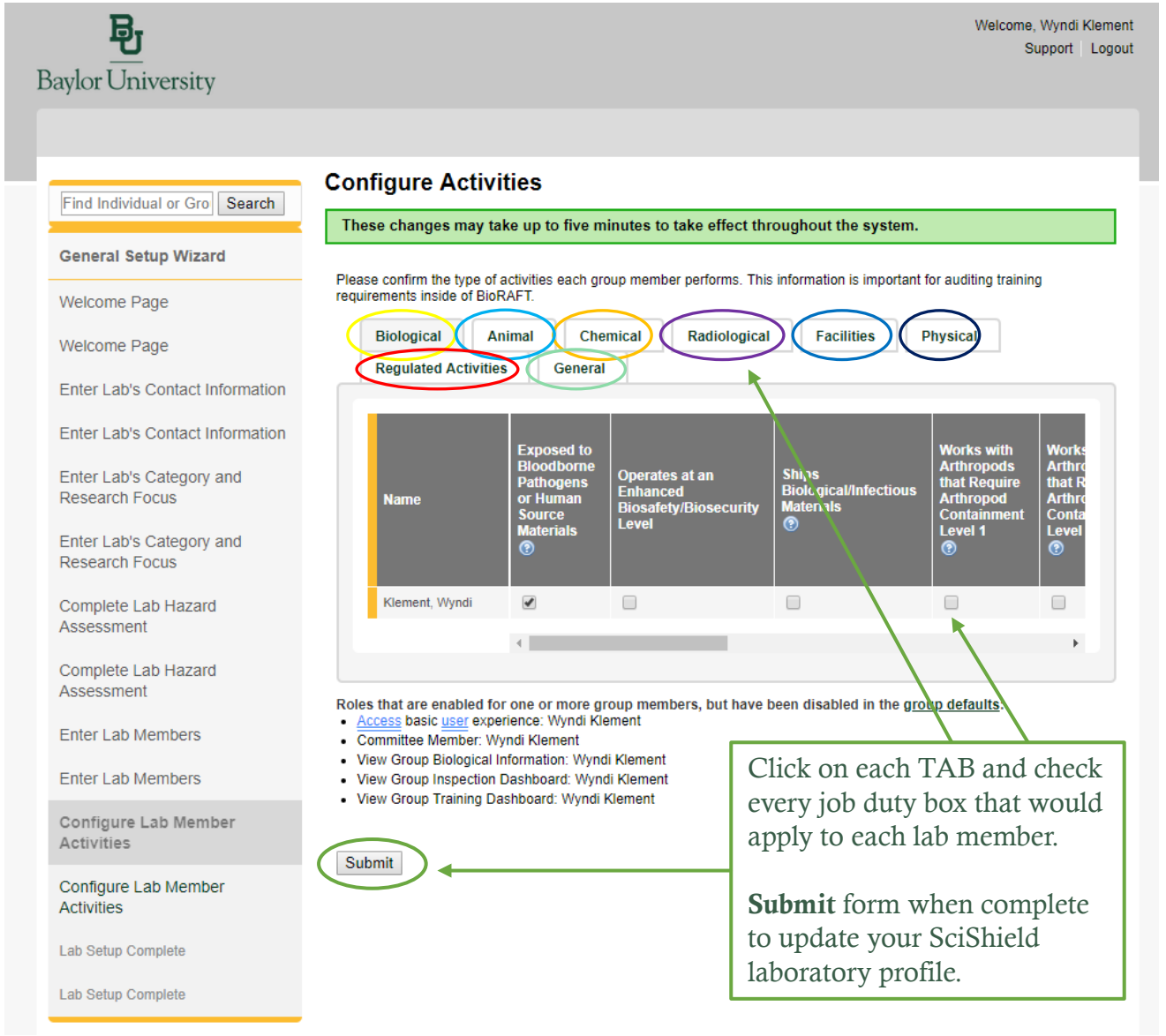


CONFIGURING MEMBER ACTIVITIES

"WHO HANDLES WHAT IN YOUR LAB?"-EHS

SciShield 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.



Baylor University

Welcome, Wyndi Klement
Support | Logout

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

Laboratory Setup Complete

The roles/activities for this group have been updated.

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.

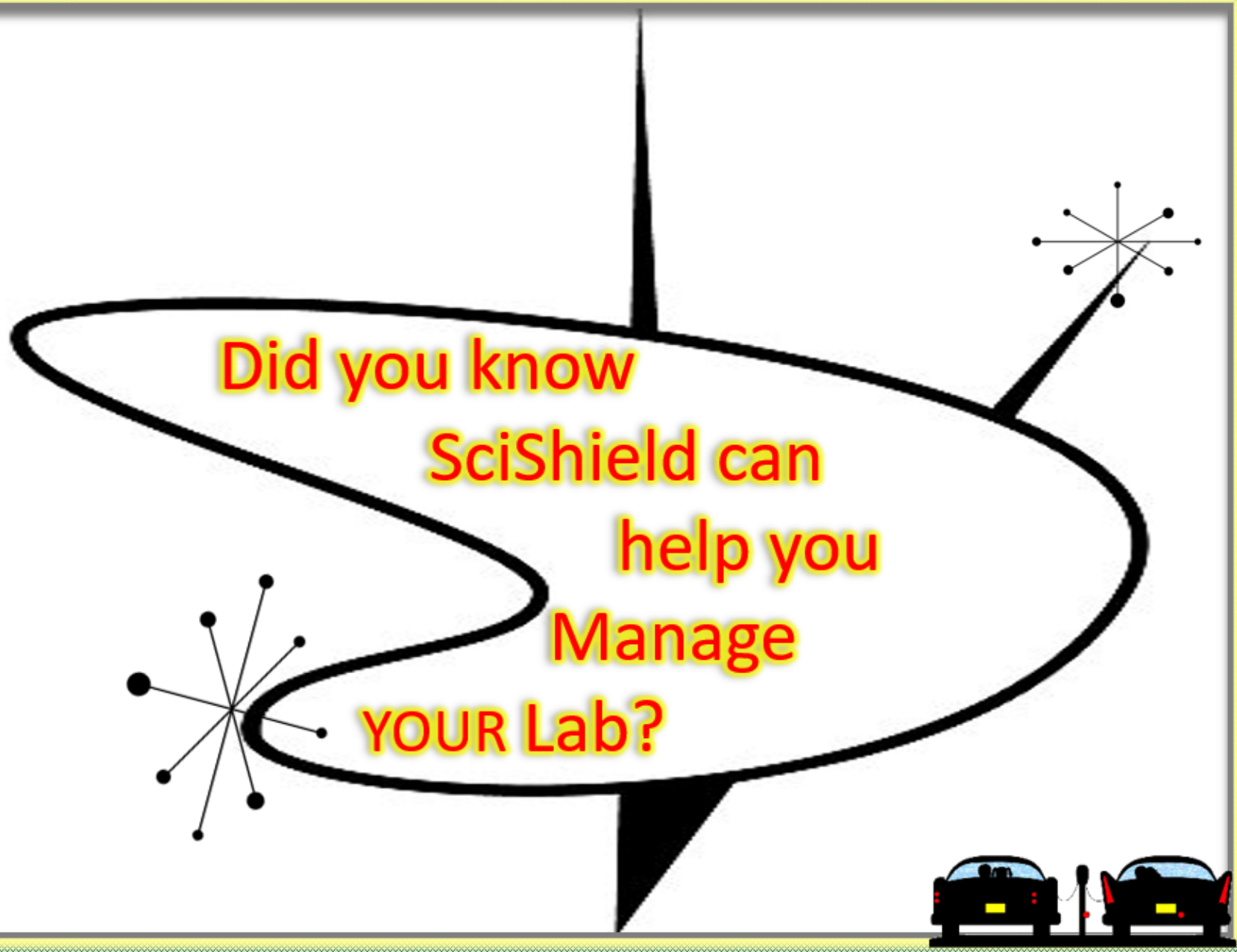
Please click Continue to proceed. You will be directed back to the Setup Steps if you have more to do, or to your BioRAFT main page. You may click 'logout' to exit the system at any time.

Continue

YOU DID IT!

You have successfully added your laboratory into SciShield!

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



SciShield
Quick Guide

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

Take a second to see if you need to update your laboratory staff, equipment, SOPs, chemical and biological inventories!