

BioRAFT Platform
PI Quick Start Guide



Prepared by BioRAFT Professional Services

Confidential

To begin, please login with your institution's email username and password

Welcome to BioRAFT

Welcome to BioRAFT - The Research Management Platform

Please use your E-Mail username and password to login.
(Login process may take several seconds as we verify your username and password.)

Username: *

Password: *

Log in

If you have not yet set up your lab, you will see a prompt for the General Lab Setup:

Setup Steps

The following item(s) require your attention. If you have any trouble or need help, please contact us at support@bioraft.com.

Makela Lab Setup

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

Skip Setup



Click “General Setup Wizard” to begin the Laboratory Registration Wizard.
At this point, you may delegate someone else in your lab to complete the Laboratory Registration Wizard. Otherwise, please click “Continue to Laboratory Setup”

General Setup Wizard

- Welcome Page
- Enter Lab's Contact Information
- Enter Lab's Category and Research Focus
- Complete Lab Hazard Assessment
- Enter Lab Members
- Configure Lab Member Activities
- Lab Setup Complete

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. Names and designations of the members of your laboratory
3. Job activities of each member to drive their training requirements
4. A general description of your laboratory's research focus

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](#)

The wizard will prompt you to enter the basic contact information for your laboratory. Some of this data will be pre-populated

General Setup Wizard

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Laboratory Contact Information

Enter the basic contact information for your laboratory.

Building: *
Burchard Research Facility

Room Number: *
343
Enter the lab's primary room number.

Mail Code:
232-49

Phone 1: *
617-343-2934
Enter the laboratory's primary contact number. Please use the format XXX-XXX-XXXX.

Phone 2:
617-232-4329
Enter the laboratory's secondary contact number. Please use the format XXX-XXX-XXXX.

Fax:
617-230-9488

[Submit](#)



Complete the Hazard Assessment for your laboratory. Select the hazards that any member of your laboratory may be exposed to.

General Setup Wizard

Welcome Page

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Enter Lab Members

Configure Lab Member Activities

Lab Setup Complete

Complete Lab Hazard Assessment

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

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.**

Biological:

- Animal blood, body fluids, and/or tissues
- 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
- Infectious proteins
- Live animals
- Plant research
- Recombinant and/or synthetic nucleic acids
- Select Agent pathogenic microorganisms

Chemical:

- Any hazardous chemicals
- Carcinogens
- Corrosive liquids
- Engineered nanomaterials
- Environmental hazards
- Flammable chemicals
- Hazardous compressed gases
- Highly toxic chemicals
- Irritants
- Reactive chemicals
- Regulated chemicals
 - Drug Enforcement Agency controlled or regulated substances
 - Select Agent biological toxins
 - Uranium and/or thorium compounds
 - Teratogens and/or reproductive hazards

Ionizing Radiation:

- Ionizing radiation (including x-ray) generating equipment
- Radioactive materials

Non-Ionizing Radiation:

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

Physical:

- Confined spaces
- Cryogenics
- Electrical hazards
- Field work in extreme environments
- Heavy material handling equipment
- Heights (working at 6 ft. or higher)
- High heat
- Highly repetitive lab work
- Hot work
- Inert compressed gases
- 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

No Hazards



On the Laboratory Members page, add your Lab members by typing in their names. BioRAFT will match what you type with your institution's user directory. Designate each member's role in your laboratory.

>

General Setup Wizard

Welcome Page

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Enter Lab Members

Configure Lab Member Activities

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	
Makela, Nita	Nita.I.Makela@bioraft.org	Principal Investigator	Edit

[Definitions and Policies](#)

Add a member

Name:

Jacqual
 Era Jacqueline Anderson
 Jacqueline Debroah Ehret
 Jacqueline Nickie Moore
 Jeane Jacqueline Newlove
 Lawrence Jacqueline Finlay

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.

Finally, click on "Lookup/Add". When you have entered all of your lab members, click "Done Adding Members".

>

General Setup Wizard

Welcome Page

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Enter Lab Members

Configure Lab Member Activities

Lab Setup Complete

Laboratory Members

'Rummel, Annamarie' has been added to this group.

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	
Makela, Nita	Nita.I.Makela@bioraft.org	Principal Investigator	Edit
Moore, Jacqueline	Jacqueline.N.Moore@bioraft.org	Graduate Student	Edit Remove
Pery, Kyle	Kyle.D.Pery@bioraft.org	Research Assistant	Edit Remove
Rummel, Annamarie	Annamarie.C.Rummel@bioraft.org	Graduate Student	Edit Remove

[Definitions and Policies](#)

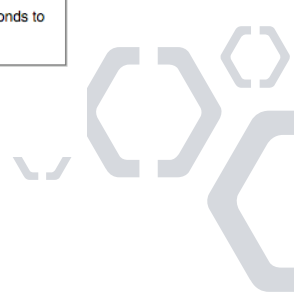
Add a member

Name:

Designation:

Select

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.



The next step is configuring job activities, the activities your lab members perform.

General Setup Wizard

Welcome Page

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Enter Lab Members

Configure Lab Member Activities

Lab Setup Complete

Configure Activities

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

Biological
Animals
Chemical
Radiological
Physical
General

Name	Works with Viral Vectors which May Infect Humans	Works with Biological Materials	Works with Biosafety Level 2 Materials	Works with Biosafety Level 3 Materials	Exposed to Bloodborne Pathogens or Human Source Materials	Works with Biosafety Level 2+ Materials	Works with Select Agent Organisms
Select for all	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makela, Nita	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moore, Jacqueline	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pery, Kyle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rummel, Annamarie	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The job activities are sorted by category in the tabs. Once you have selected the activities for each lab member, click "Submit".

General Setup Wizard

Welcome Page

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Enter Lab Members

Configure Lab Member Activities

Lab Setup Complete

Configure Activities

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

Biological
Animals
Chemical
Radiological
Physical
General

Name	Exposed to Hazardous Chemicals	Works with Acutely Toxic Chemicals	Works with Acutely Toxic or Reactive Compressed Gases	Works with Biological Toxins (non-SA)	Works with Carcinogens/Teratogens/Reproductive Toxins
Select for all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makela, Nita	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moore, Jacqueline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pery, Kyle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rummel, Annamarie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Congratulations! Your Laboratory Setup is complete!

General Setup Wizard

- Welcome Page
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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](#)

