

Environmental Health & Safety

UKY BioRaft PI Help Guide

Go to <https://uky.bioraft.com>



- Biological Safety
- Environmental Management
- Occupational Health and Safety
- Radiation Safety

UKY BioRaft Lab Audits

Beginning Spring 2019...

The following UK EHS departments will transition their research safety inspections into the UKY BioRaft System:

- **Biological Safety**
- **Environmental Management**
- **Occupational Health and Safety**
- **Radiation Safety**

Researchers' safety audit data and compliance will be unified into **one** management system.

The logo for BioRaft, featuring the word "BIO" in black, a red stylized "O" that looks like a right-pointing chevron, and the word "RAFT" in black.

BioRaft was established in 2003 to provide enterprise safety and compliance solutions to scientific research organizations.

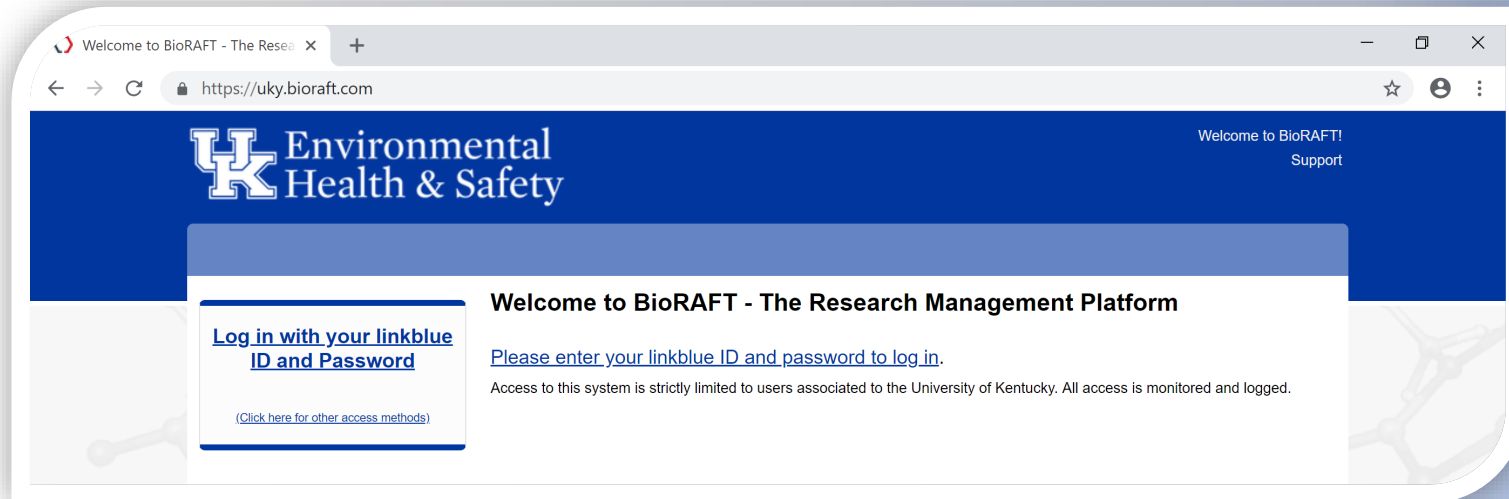


Inspections & Audits

Assign, conduct, and review inspections and self inspections based on hazard and risk criteria, which drives real-time data analysis dashboards.

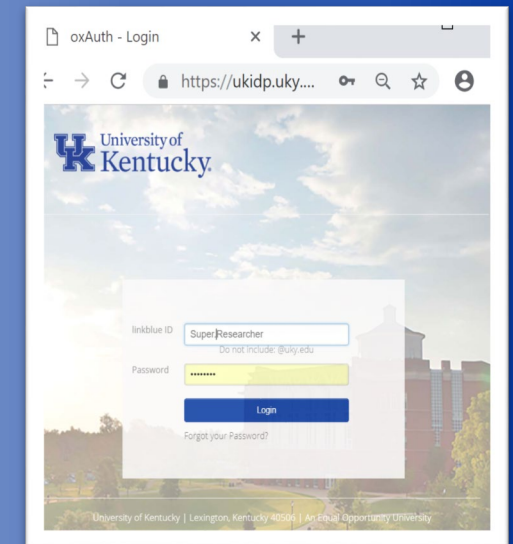
Accessing the Software

Go to <https://uky.bioraft.com>



- Professional and intuitive user interface
- Secure web-based interface using Safari, Chrome, IE, FF
- Smoother, more organized communication between UK EHS Departments and researchers

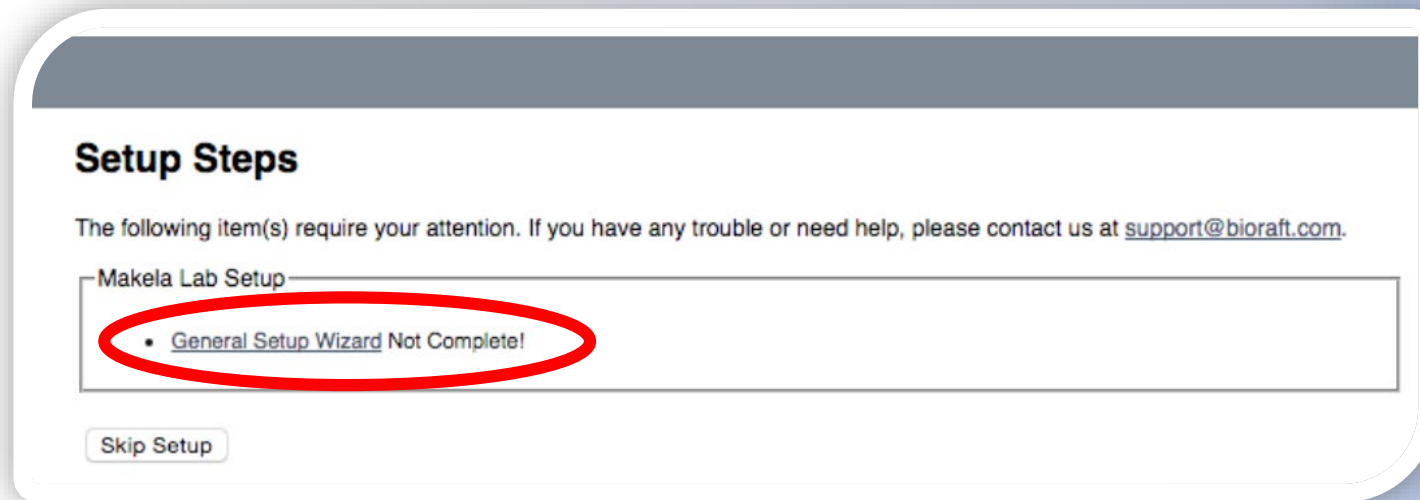
Access laboratory information from anywhere with an internet connection – even on your mobile device.



Log in with your UK linkblue ID and password.

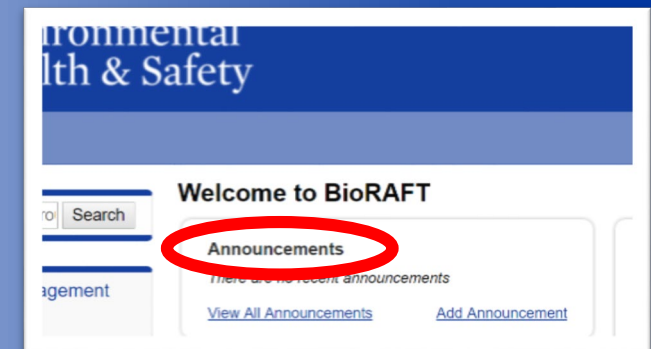
Setting up the lab

New to the System?



If you have not yet set up your lab, you will see a prompt for the General Lab Setup. Click “General Setup Wizard” to begin the Laboratory Registration Wizard.

Recent announcements and messages concerning your work in the UKY BioRAFT system will be displayed on the home page when you log in.



Setting up the lab

Laboratory Registration Wizard

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.

Would you like to assign this duty to a lab member?

At this point, you may delegate someone else in your lab to complete the Laboratory Registration Wizard by clicking “Delegate Now.”

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](#)

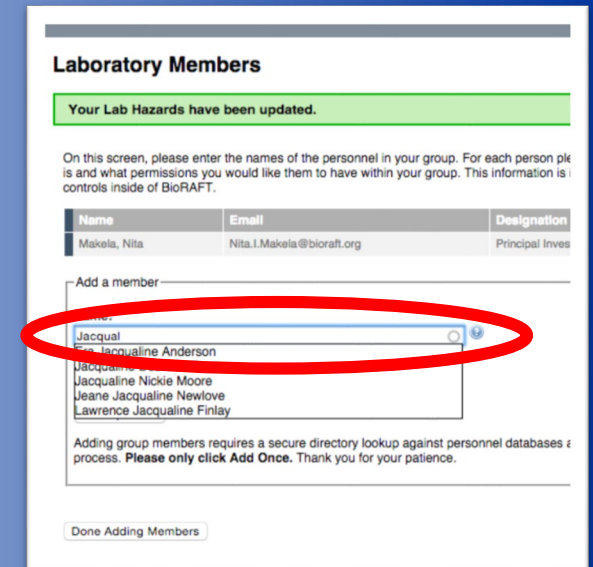
Setting up the lab

Laboratory Registration Wizard

The wizard will guide you through entering the following laboratory information:

- Contact Information
- Category and Research Focus
- Hazard Assessment
- Members
 - For each lab member, you will indicate the activities they perform in your lab.

Most list items, such as lab members have been prepopulated in the system and need only to be selected. To use a quick search box (as shown below) simply begin to type part of the word you are searching .



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 the activities they perform in your lab and what permissions you would like them to have within your group. This information is controlled inside of BioRAFT.

Name	Email	Designation
Makela, Nita	Nita.I.Makela@biocraft.org	Principal Investigator

Add a member

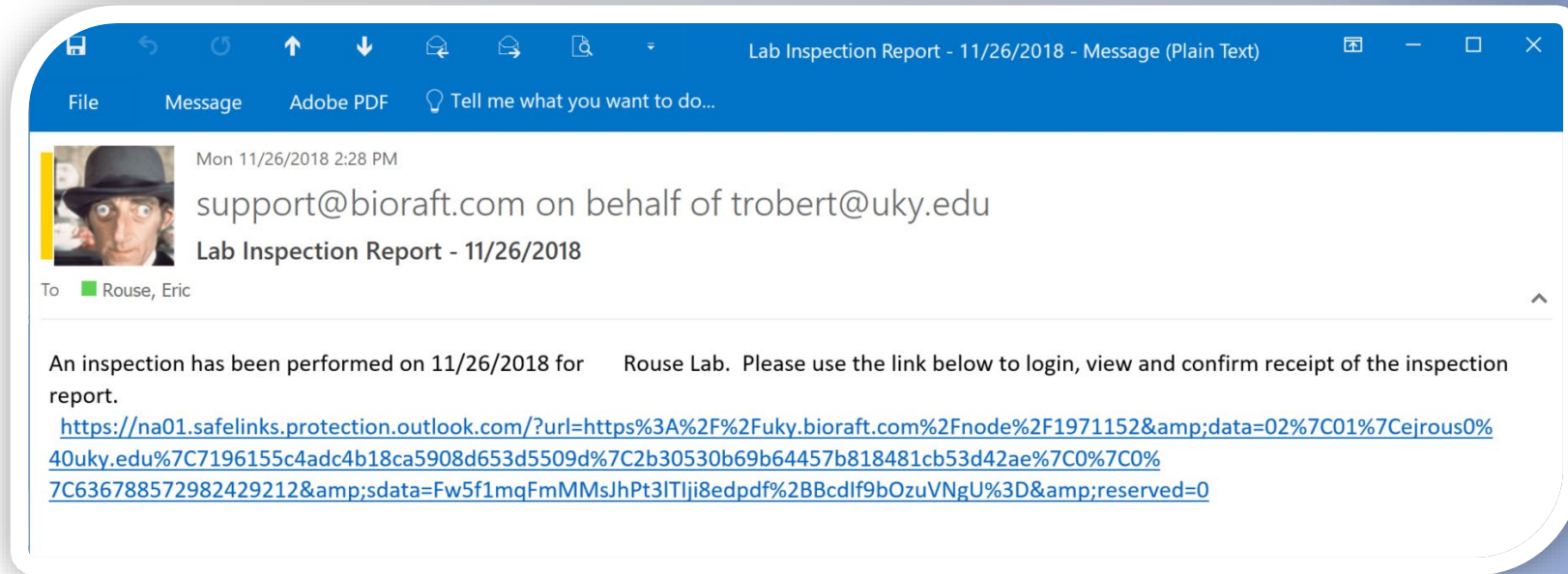
Jacqueline Anderson
Jacqueline Nickie Moore
Jeane Jacqueline Newlove
Lawrence Jacqueline Finlay

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

Done Adding Members

Lab Inspections

Email Notifications



If your lab has been audited by UK EHS, you will receive an email notification with hyperlink to access the recent inspection.

Safety Liaisons

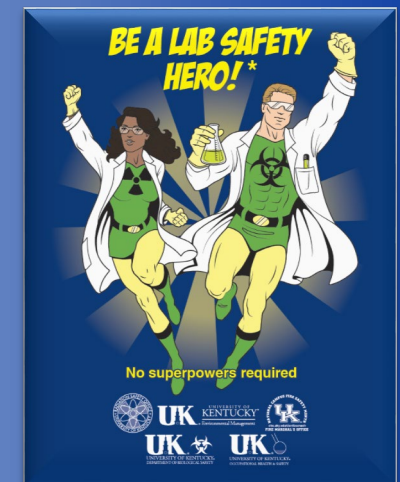
A Safety Liaison in UKY BioRaft is a lab member that you authorize to be able to do the following:

Update lab information

Update lab members

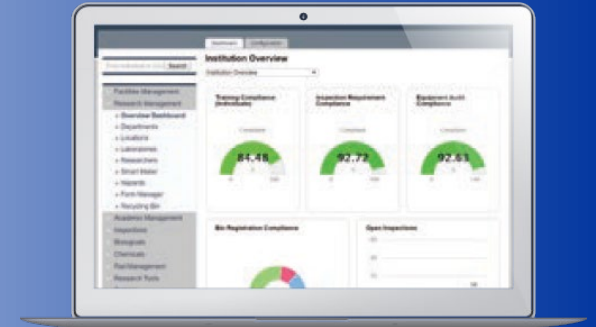
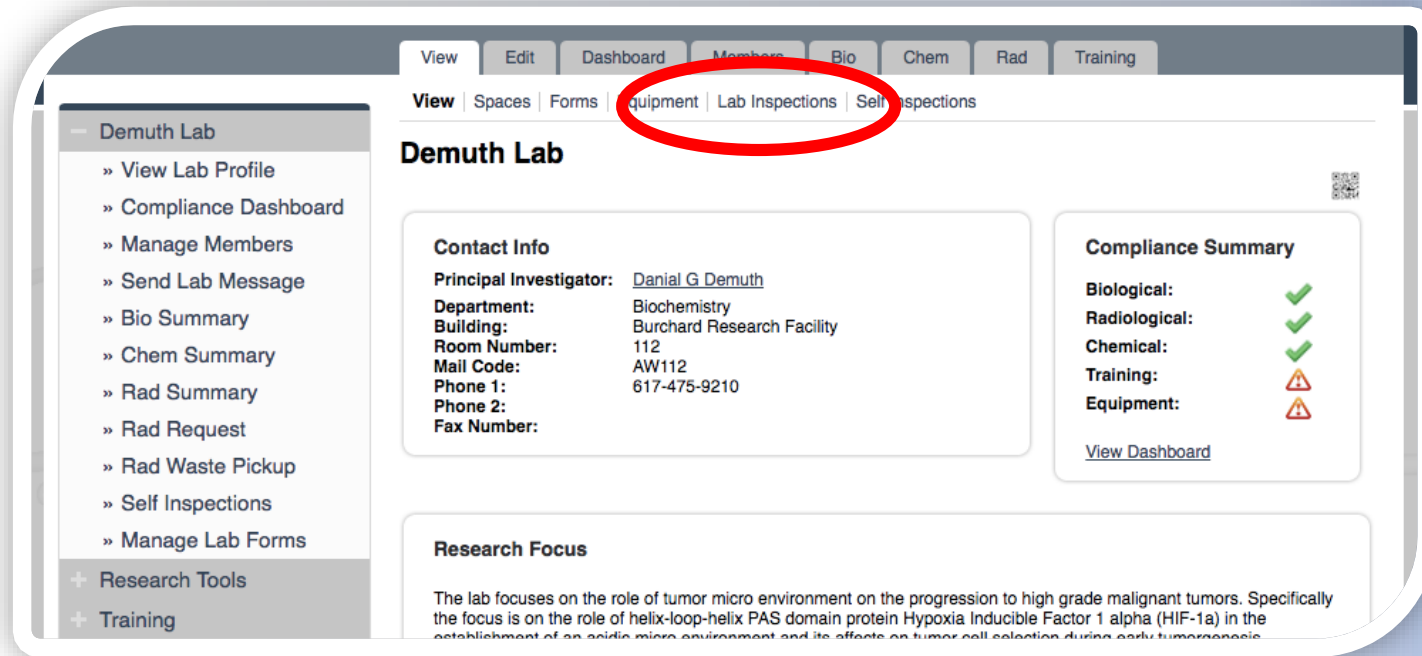
Receive system emails and notifications

Respond to EHS lab inspections



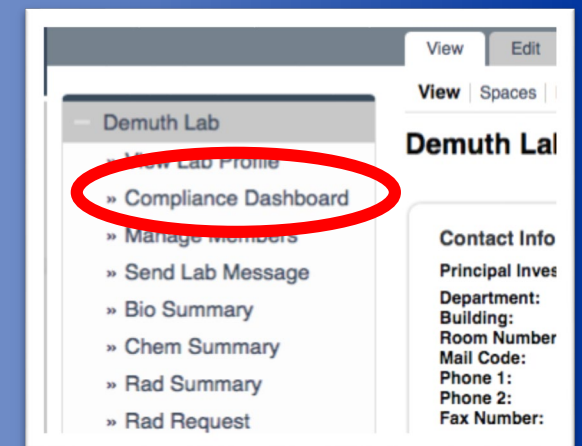
Accessing Recent Inspections

Group Inspection Log



To review your lab's safety inspection history select the "Compliance Dashboard".

To view all recent inspections performed on your Lab, visit your Lab's inspection log. To do so, view your Lab Profile, and click on the "Lab Inspections" link.



Viewing an Inspection Report

Click "View" on the Group Inspection Log

Barth Lab Inspection Log

Showing 1-4 of 4 results

Inspection Type: <All> Status: <All> Submit

Performed Between: [] []

Date	Inspection Type	Inspected By	Findings	Status	Rating	View
09/02/2015	Lab Safety Check	Oneal, Rodger	3	Finalized	5/5	View
05/13/2014	Hazardous Chemical	Milani, Mallory	8	Finalized	5/5	View

From the inspection log, you can also view the findings that were identified during inspections of your lab locations in the previous 18 months by UK EHS.

The Report Identifies the Spaces Inspected

Barth Lab Inspection 09/02/2015

Attention: Your response is required to this inspection report.

Labs/Spaces: Barth Lab, Sene Chemistry Research Building - 132, Sene Chemistry Research Building - 133, Sene Chemistry Research Building - 134

Primary Contact: John T Barth

Inspection Type: Lab Safety Check

Last Emailed: Pending Resolution 09/08/2015 (view)

Findings:

- Emergency contact information needed
- Chemical inventory management required
- Sharps container too full

Barth Lab Inspection Log

Inspection Type: <All> Status: <All>

Performed Between: [] []

Date	Inspection Type	Inspected By
09/02/2015	Lab Safety Check	Oneal, Rodger
05/13/2014	Hazardous Chemical	Milani, Mallory
02/07/2013	Biological	Oneal, Rodger
10/19/2012	HDR Source Exchange/Calibration	Oneal, Rodger

Findings found during inspections in the last 18 months

Findings Found

- Emergency contact information needed
- Ergonomic issues

Responding to an Inspection

Inspection Status

Barth Lab Inspection 09/02/2015

Attention: Your response is required to this Inspection Report.

Labs/Spaces: [Barth Lab](#)
[Sene Chemistry Research Building - 132](#)
[Sene Chemistry Research Building - 133](#)
[Sene Chemistry Research Building - 134](#)

Primary Contact: [John T Barth](#)

Inspection Type: Lab Safety Check

Inspected By: [Rodger H Oneal](#)

Status: Pending Resolution

Findings:

- Emergency contact information needed
- Chemical inventory management required
- Sharps container too full

The “Findings” box provides a summary of the items identified in the inspection. A red exclamation point will appear next to any findings that have been identified in the last 18 months.

The current status of the inspection report to indicates whether any follow-up is required.

✓ **“Pending Resolution” - Follow-up action and response is required.**

✓ **“Finalized” - No action required.**

on Report.

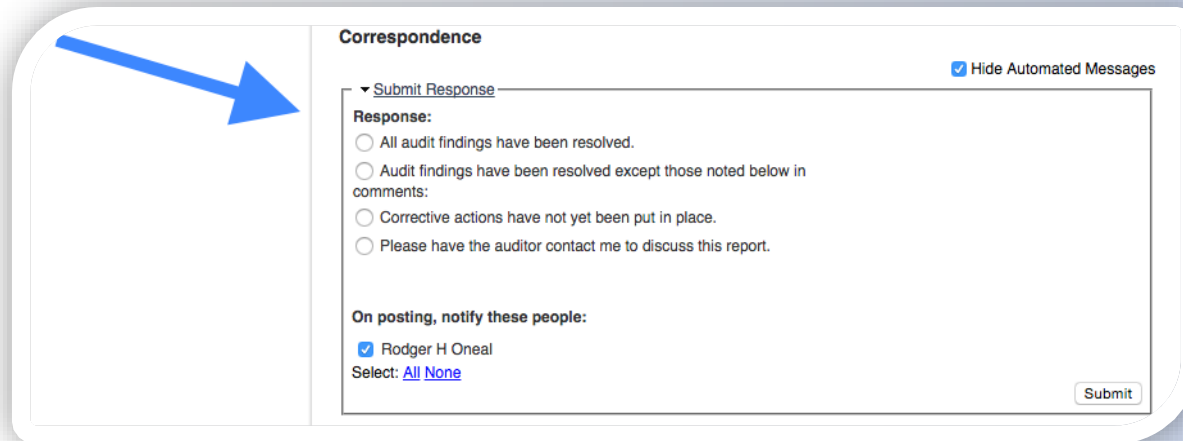
Status: Pending Resolution
Last Emailed: 09/08/2015 ([view](#))

Findings:

- Emergency contact information needed
- Chemical inventory management required
- Sharps container too full

Responding to an Inspection

Inspection Correspondence



Correspondence Hide Automated Messages

▼ Submit Response

Response:

- All audit findings have been resolved.
- Audit findings have been resolved except those noted below in comments:
- Corrective actions have not yet been put in place.
- Please have the auditor contact me to discuss this report.

On posting, notify these people:

- Rodger H Oneal

Select: [All](#) [None](#)

Submit

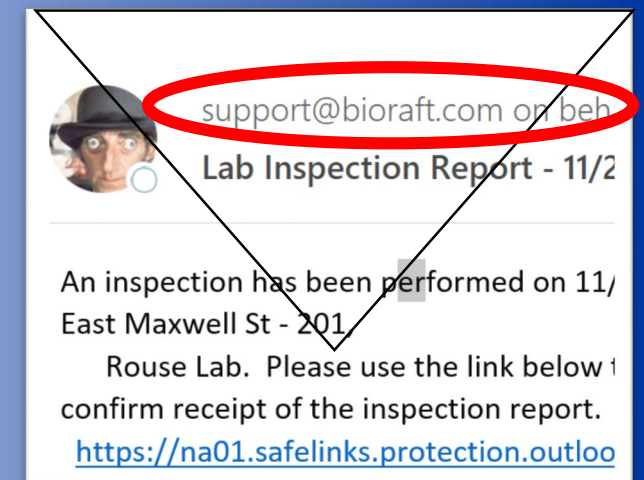
You will receive an e-mail to your institutional e-mail inbox when correspondence is generated. To ensure that you will receive emails please add

support@bioraft.com

to your safe senders list. Initial emails can be filters into Junk Mail folders.

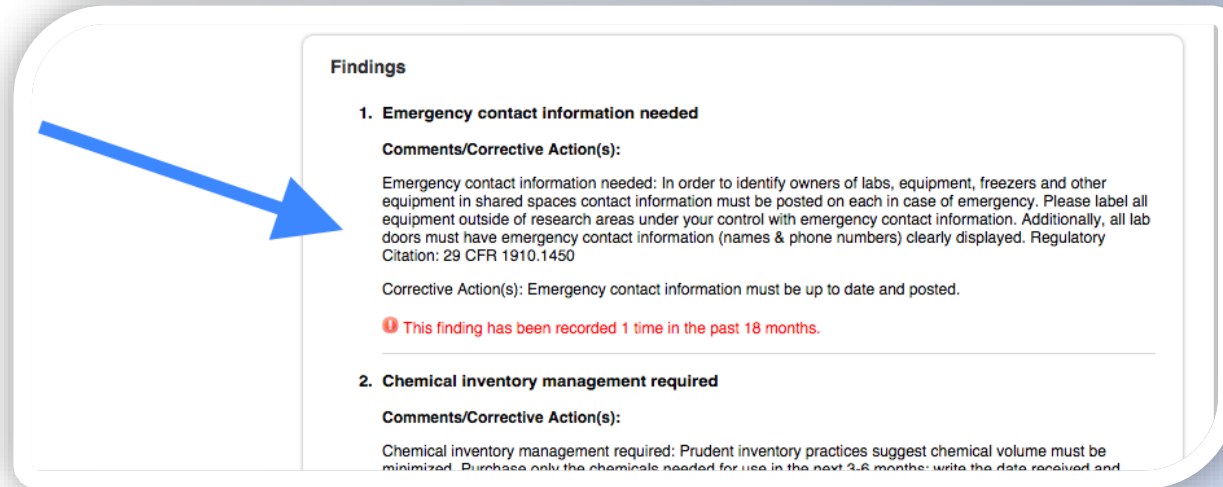
Log in to BioRAFT to respond to Inspection Report.

- ✓ You will be guided through those items requiring action and/or written response.
- ✓ Responses to an are tracked in the “Correspondence” section.



Responding to an Inspection

Finding Comments and Corrective Actions



The corrective action text and comments added by your inspector will help to provide details about the item identified. Where applicable, your inspector will indicate which group spaces the item was found in, or attach any relevant documents or photos.

Still have questions?

Getting error messages?

Can't find the people or locations you're looking for in UKY BioRaft?



Contact the UKY EHS BioRaft Working Group directly at

bioraft@uky.edu