



BioRAFT General Setup Wizard Instructions


Environmental Health and Safety Services

Updated: March 31, 2021



Welcome to BioRAFT

- Go to the following website: <https://syracuse.bioraft.com/>
- Login using NetID and Password

A screenshot of a web login form. It has a light gray background with a dark blue border. The form contains two input fields: 'Username: *' with the text 'Nita Makela' and 'Password: *' with masked characters '*****'. Below the password field is a 'Log in' button.

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.)

BioRAFT General Lab Setup

- A prompt for General Setup Wizard will appear
- Click on “General Setup Wizard” to begin laboratory registration

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

BioRAFT Laboratory Registration

- Click on “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

BioRAFT Laboratory Contact Information

- Some data has been pre-populated by EHSS
- Edit and confirm that the contact information is correct and 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

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

BioRAFT Lab Category and Research Focus

- Select all lab categories that apply
- Provide a brief overview of your research focus and goals and click “Submit”

The screenshot displays the 'General Setup Wizard' interface. On the left, a vertical sidebar lists the steps: 'Welcome Page', 'Enter Lab's Contact Information', 'Enter Lab's Category and Research Focus' (highlighted), 'Complete Lab Hazard Assessment', 'Enter Lab Members', 'Configure Lab Member Activities', and 'Lab Setup Complete'. The main content area is titled 'Enter Lab's Category and Research Focus'. At the top of this area is a green notification bar that reads 'The Laboratory has been updated.' Below this, the 'Lab Category' section instructs the user to select all applicable categories from a list. The categories are: 'Art Group', 'Clinical Lab', 'Computational and/or Theoretical Lab', 'Electronics Lab', 'Research Lab' (checked), 'Research Support', 'Shared Facility', 'Teaching Lab' (checked), and 'No Categories'. Each category has a help icon. Below the categories, a note states: 'As part of the laboratory registration process we ask you to enter a brief description of your overall research focuses & goals.' This is followed by a 'Research Focus' section with an 'Example' text area containing the following text: 'We are particularly interested in determining the molecular events that accompany penetration of a virus into a cell – a process that takes the form of membrane fusion in the case of enveloped viruses and of membrane perforation in the case of non-enveloped viruses.' At the bottom of the form, a 'Submit' button is highlighted with a red rectangle.

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

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.

- ☐ Art Group
- ☐ Clinical Lab
- ☐ Computational and/or Theoretical Lab
- ☐ Electronics Lab
- ☒ 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.

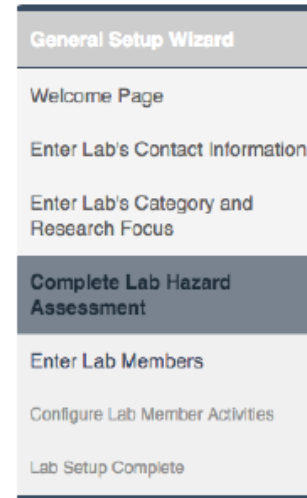
Research Focus *[Example]*

We are particularly interested in determining the molecular events that accompany penetration of a virus into a cell – a process that takes the form of membrane fusion in the case of enveloped viruses and of membrane perforation in the case of non-enveloped viruses.

Submit

BioRAFT Lab Hazard Assessment

- Select or confirm the hazards that are present in your lab and 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

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 ⓘ

BioRAFT Lab Members, Step #1

- Review pre-populated list of lab members
- Remove lab members, if necessary
- Add additional lab members by typing in their name and press “Lookup/Add”
 - If the name cannot be found, contact EHSS (ehss@syr.edu)

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

[Lookup / Add](#)

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.

Done Adding Members

BioRAFT Lab Members, Step #2 Designation

- Assign designation using the drop-down menu (graduate, undergraduate, etc) to each new lab member
- If a member is already listed, and designation is “unknown” or is incorrectly listed:
 - Use the “edit” function next to the member to change designation

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

[Lookup / Add](#)

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.

[Done Adding Members](#)

BioRAFT Lab Members, Step #3

- When all lab members are entered, 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

Lookup / Add

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.

Done Adding Members

BioRAFT Lab Member Job Activities

- This step is currently optional. If you would like to assign a job activity to each lab member:
 - Choose the activities that each lab member performs
 - Job Activities are sorted by category in tabs
- 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"/>

Submit

BioRAFT Laboratory Setup Complete

- Laboratory Setup Complete

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 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

Please reach out to EHSS (ehss@syr.edu) if you have any questions.