



Access in BioRAFT

Environmental Health and Safety Services

Updated: May 13, 2021



BioRAFT and ChemTracker Access

- The BioRAFT platform and ChemTracker module have separate permissions and can be modified at any time by a PI or those with the editing permission.
- All Principal Investigators have the following default permissions:
 - BioRAFT: Edit Basic Group Information, and
 - ChemTracker: Manage Group ChemTracker Inventory
- All members assigned to a research lab (not PIs) have the following default permissions:
 - ChemTracker: View Group ChemTracker Inventory
- EHSS recommends designating at least one senior member (or lab manager) as a Group Compliance Liaison and to Manage Group ChemTracker inventory to help the PI with routine member, hazard, and inventory updates. This member will serve as an alternate contact for the lab.

BioRAFT Permissions

- “Edit Basic Group Information”
 - Permits access to update basic directory information for this group such as phone numbers, room numbers, etc.

OR

- “Group Compliance Liaison”
 - Permits user to receive and respond to certain routine automated emails regarding this group sent from the BioRAFT system, for example, to periodically confirm/update the member list or lab hazards

▼ Optional Access in BioRAFT

- Edit Basic Group Information ⓘ
- Group Compliance Liaison ⓘ
- Create Digital Door Signs ⓘ
- Generate Door Signs ⓘ
- Manage Group ChemTracker Inventory ⓘ
- View Group ChemTracker Inventory ⓘ

▼ Optional Access in BioRAFT

- Edit Basic Group Information ⓘ
- Group Compliance Liaison ⓘ
- Create Digital Door Signs ⓘ
- Generate Door Signs ⓘ
- Manage Group ChemTracker Inventory ⓘ
- View Group ChemTracker Inventory ⓘ

ChemTracker Permissions

- “View Group ChemTracker Inventory”
 - Users with this role can view chemical inventory within ChemTracker in the group, but cannot add or edit inventory

OR

- “Manage Group ChemTracker Inventory”
 - Users with this role can perform all tasks within ChemTracker in the group (add, edit, remove, reconcile chemicals within inventory)

▼ [Optional Access in BioRAFT](#)

- Edit Basic Group Information ⓘ
- Group Compliance Liaison ⓘ
- Create Digital Door Signs ⓘ
- Generate Door Signs ⓘ
- Manage Group ChemTracker Inventory ⓘ
- View Group ChemTracker Inventory ⓘ

▼ [Optional Access in BioRAFT](#)

- Edit Basic Group Information ⓘ
- Group Compliance Liaison ⓘ
- Create Digital Door Signs ⓘ
- Generate Door Signs ⓘ
- Manage Group ChemTracker Inventory ⓘ
- View Group ChemTracker Inventory ⓘ

BioRAFT and ChemTracker Access Instructions

- To modify lab personnel access to BioRAFT or ChemTracker, click on “View Lab Profile”

The screenshot shows the BioRAFT web interface. At the top left is the Syracuse University logo. At the top right, it says "Welcome, EHSS Syracuse" with links for "Home", "Support", and "Logout". A left-hand navigation menu is open for "Nelson Lab", with "View Lab Profile" highlighted. The main content area is titled "Welcome to BioRAFT" and includes a green banner with the text "Please Read: [View My Lab Training Status](#)". Below this are three sections: "Announcements" with a date of 03/23/2021 and a link to "View All Announcements"; "Compliance E-Mail Inbox" with a date of 04/15/2021 and a link to "View Entire Inbox"; and "SDS Search" with a text input field for "Chemical Name or CAS Number:" and a "Search" button. At the bottom right, there is an "ObserveNow" section with the text "See a safety concern? Click to report it." and an eye icon. The footer contains the BioRAFT logo and copyright information: "BioRAFT © v3.9.120.0 (Carl David Anderson), All Rights Reserved" with links for "Contact Us" and "Mobile version".

BioRAFT and ChemTracker Access

- Click on the “Members” tab

The screenshot displays the BioRAFT web application interface. At the top, the Syracuse University logo and name are visible on the left, and a welcome message "Welcome, EHSS Syracuse" with links for "Home", "Support", and "Logout" is on the right. Below the header, a navigation bar contains tabs for "View", "Edit", "Dashboard", "Members" (which is highlighted with a blue box), and "ChemTracker". Underneath this, a secondary navigation bar lists "View", "Spaces", "Documents", "Forms", and "Lab Inspections".

The main content area is titled "Nelson Lab" and is divided into several sections:

- Contact Info:** A box containing contact details for the lab, including:
 - Principal Investigator: [Tiffany J Nelson](#)
 - Group Compliance: [Tim Coughlin](#)
 - Liaison: [EHSS Syracuse](#)
 - Department: EHSS Department
 - Building: Lyman Hall
 - Room Number: 029
 - Mail Code:
 - Phone 1: 3154434132
 - Phone 2:
 - Fax Number:
- Safety Contacts:** A section stating "No safety contacts assigned."
- Research Focus:** A section stating "There is no focus filled out."
- Major Hazard Categories:** Biological, Chemical, Ionizing Radiation, Non-Ionizing Radiation, Physical. Includes a link for [Edit Hazards](#).
- Hazards Last Certified by PI:** 03/24/2021

At the bottom of the main content area, the lab status is shown as "Lab Status: Active" and "Emergency Shutdown Status: Not Indicated".

The footer of the page features the "BioRAFT" logo on the left and the text "BioRAFT © v3.9.120.0 (Carl David Anderson), All Rights Reserved" with links for [Contact Us](#) and [Mobile version](#) on the right.

BioRAFT and ChemTracker Access: Edit Existing Member

- Click on the “Edit” function next to the current lab member

The screenshot displays the Syracuse University ChemTracker interface. At the top, the Syracuse University logo and name are visible, along with navigation links for Home, Support, and Logout. The main navigation bar includes View, Edit, Dashboard, Members, and ChemTracker. The 'Members' section is active, showing 'Nelson Lab Members' with a table of members. The 'Edit' button for the current member is highlighted with a red box. Below the table, there is a 'Confirm List' button and a 'Definitions and Policies' link. The 'Add a member' section includes a 'Name' input field, a 'Designation' dropdown menu, and a section for 'Optional Access in BioRAFT' with several checkboxes. The 'Job Activities' section has tabs for Biological, Animals, Chemical, Radiological, and Physical, with a list of activity checkboxes. A 'Lookup / Add' button and a 'Configure Defaults' link are at the bottom. A footer note states: '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.'

Name	Email	Designation	Last Confirmed: --
Nelson, Tiffany	tnel01@syr.edu	Principal Investigator	Edit
Coughlin, Tim	tmoughl@syr.edu	Co-Investigator	Edit Remove
Syracuse, EHSS	ehss@syr.edu	Undergraduate Student	

BioRAFT and ChemTracker Access

- Under “Optional Access in BioRAFT”, check off the appropriate boxes for the member
 - See slides 3 and 4 for definitions of each of the permissions
- All lab personnel have the default permission for ChemTracker to “View Group ChemTracker Inventory”
- Click “Save” when finished

The screenshot displays the BioRAFT web interface for user setup. At the top, the Syracuse University logo and navigation links are visible. The main content area is titled "Members" and shows the user setup for "Tim Coughlin". A dropdown menu for "Designation" is set to "Co-Investigator". Below this, a section titled "Optional Access in BioRAFT" is highlighted with a blue box, containing four checkboxes: "Edit Basic Group Information" (unchecked), "Group Compliance Liaison" (checked), "Manage Group ChemTracker Inventory" (unchecked), and "View Group ChemTracker Inventory" (checked). Below this, the "Job Activities" section is visible, with tabs for "Biological", "Animals", "Chemical", "Radiological", and "Physical". Under the "Biological" tab, several activity checkboxes are listed, including "Exposed to Bloodborne Pathogens or Human Source Materials", "Ships Biological/Infectious Materials", "Works with Biological Materials", "Works with Biosafety Level 2 Materials", "Works with Biosafety Level 2+ Materials", "Works with Recombinant and/or Synthetic Nucleic Acids", "Works with Select Agent Organisms", and "Works with Viral Vectors which May Infect Humans". A "Save" button is located at the bottom left of the form, and a "Configure Defaults" link is at the bottom right. The footer of the page includes the BioRAFT logo and version information: "BioRAFT © v3.9.120.0 (Carl David Anderson), All Rights Reserved Contact Us | Mobile version".

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