

Assigning Sublocations in BioRAFT

This Laboratory Guidance Document was created by Syracuse University Environmental Health & Safety Services (EHSS) to assist researchers with assigning sublocations of chemicals within their laboratory and in BioRAFT.

Step-by-step instructions:

1. Go to BioRAFT (Syracuse.bioraft.com) and log-in using your NetID and password.
2. Select your lab in the gray box to the left of the webpage. The options for your lab will expand.
3. Click on “ChemTracker” to open your chemical inventory.

The screenshot shows the BioRAFT web application interface. At the top left is the Syracuse University logo. The top right corner displays the user's name, 'Welcome, Tiffany J Nelson', and links for 'Home', 'Support', and 'Logout'. The main content area is titled 'Welcome to BioRAFT' and includes a search bar for individuals or groups. A green banner indicates a 'Please Read' message about lab training status. Below this, a warning message states that the 'General Setup Wizard' is incomplete for Art Lab #1. The interface is divided into several sections: 'Announcements' (with links for 'View All Announcements' and 'Add Announcement'), 'Messages' (with a list of messages and a 'View Entire Inbox' link), 'ObservNow' (with a safety concern report icon), 'Compliance Summary for Art Lab #1', and 'SDS Search' (with a search bar for chemical names or CAS numbers). On the left side, a navigation menu is visible, with 'ChemTracker' highlighted in a blue box.

4. Click on “Bulk Edit” to edit the contents of a chemical container.
 - a. If “Bulk Edit” does not show, additional access may have to be provided by the PI or EHSS.

View Edit Dashboard Members ChemTracker

ChemTracker | Add Inventory | Totals **Bulk Edit** Reconciliation

Find Individual or Group
Search

- Research Management
- Art Lab #1
- Nelson Lab
- Non Lab Amin and Buildin...
- Otto the Orange Lab
- Ponza Lab
- ChemTracker
- Research Tools
- My Account

Select Chemical Containers

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would like to change. Once you have selected the desired containers, click "Edit selected container" at the bottom of the page. From there, changes to all the selected containers may be made.

Filters

Chemical Name: CAS Number: Chemical Hazards:

Chemical Synonym: Database Linkage Status: Location (Space):

Physical State: Bench: Shelf:

Notes: Last Changed After: Last Changed Before:

Container IDs (up to 1000):

Comma-delimited list of Container IDs

Submit

- Identify all chemical containers that will be assigned to the same sublocation.
- Click in the "Container IDs" field. Place the container barcodes into this field by scanning or typing.
 - When typing, ensure a comma is placed in between barcode numbers or a new line is started after each barcode.
- Click "Submit".
- The containers corresponding the barcodes (and their information) will populate below.
- Click on "Select All" to edit all containers.
- Click on "Edit selected containers".

Submit

Showing 1 to 4 of 4 entries

Show entries Search:

<input checked="" type="checkbox"/> Select All	Chemical Name	CAS #	Amount	Unit	Location	Bench	Shelf	Last Changed
<input checked="" type="checkbox"/>	ISOPROPYL BUTYRATE	638-11-9	1	g		Cabinet 1	Shelf 1	12/8/2022
<input checked="" type="checkbox"/>	Methanol	67-56-1	1	g		Cabinet 1	Shelf 2	12/8/2022
<input checked="" type="checkbox"/>	Methanol	67-56-1	4	l	Lyman Hall - 032A	Cabinet 1	Shelf 2	12/8/2022
<input checked="" type="checkbox"/>	Methanol	67-56-1	20	kg	Lyman Hall - 032A	Cabinet 1	Shelf 3	12/8/2022

Showing 1 to 4 of 4 entries

4 total containers selected.

Edit selected containers

11. Type in the “Bench” field to add a primary location (i.e. Cabinet 1, Refrigerator, Desiccator 1, etc.).
12. Type in the “Shelf” field to add a secondary location (i.e. Shelf 1, Top Shelf, Bottom Shelf, etc.).

kept.

Chemical

Look Up Chemical Name or CAS Number:

Chemical Name CAS Number Product Name or Number

Start typing the chemical name to find the chemical in the database.

Location (space):

-- Select --

Select a group to pick a space

Chemical Owner:

-- Select --

Select a group to pick a chemical owner

Amount:

Units:

-- Select --

Bench:

Cabinet 1

Shelf:

Shelf 1

Specific Location Note:

Expiration Date:

Format: 2022-12-08

Product Name:

13. When finished, click on “Apply Changes”.

These changes cannot be undone in bulk.

Cancel Apply changes Delete all selected

14. If you are satisfied with the changes made, click on “Confirm”.
15. A green banner will show up at the top of the screen saying the containers were processed.
 - a. If a red banner shows up, please contact EHSS at ehss@syr.edu with a screenshot of the error message.

View

Edit

Dashboard

Members

ChemTracker

ChemTracker | Add Inventory | Totals | **Bulk Edit** | Reconciliation

Select Chemical Containers

Processed 4 containers.

NOTES:

- *Do not write in the "Specific Location Note" field. This is used exclusively by EHSS to monitor types of chemicals, biologicals, and equipment on campus.*
- *Any field that is edited under the "Bulk Edit" function will overwrite the previous information entered.*