



Bioraft Inspection Module Instructions

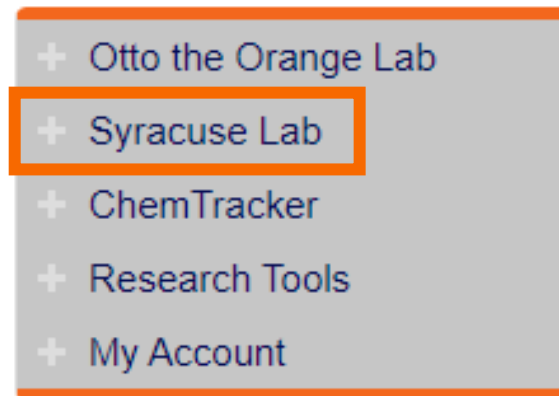
Environmental Health & Safety Services

Updated Sept 2024



Accessing Inspection Reports

- Login to the Bioraft System
- On the landing page, click your lab to expand the tab to view your lab profile

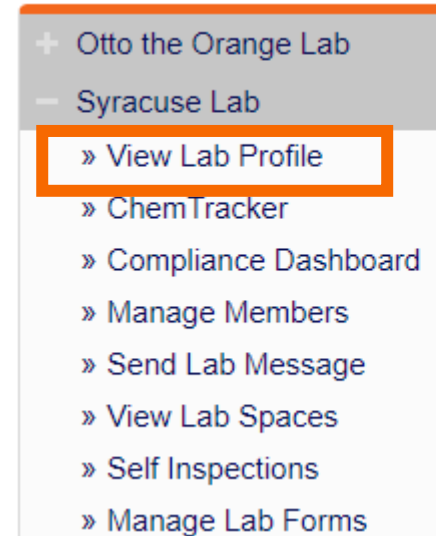


Welcome to BioRAFT

Please Read: [View My Lab Training Status](#)

Accessing Inspection Reports

- Click “View Lab Profile”
- Click “Lab Inspections”



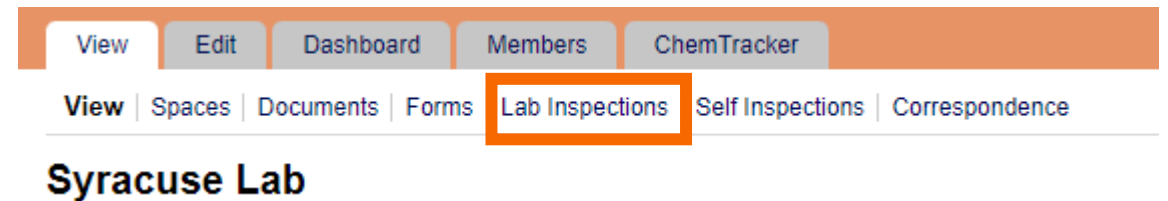
Welcome to BioRAFT

Please Read: [View My Lab Training Status](#)

Announcements

There are no recent announcements

[View All Announcements](#)



Accessing Inspection Report

- A log of all completed inspections will be listed.
- Lab Inspections exist in 3 statuses
 - Pending Resolution - PI Action Required
 - Pending Inspector Review - EHSS Action Required
 - Finalized - No Action Required

The screenshot displays the 'Syracuse Lab Inspection Log' interface. At the top, there are navigation tabs: View, Edit, Dashboard, Members, and ChemTracker. Below these are sub-navigation links: View, Spaces, Documents, Forms, Lab Inspections (highlighted), Self Inspections, and Correspondence. The main heading is 'Syracuse Lab Inspection Log' with a sub-heading 'Required Inspections'. A table header shows 'Inspection Type', 'Relevant Requirement', and 'Next Required'. Below the header, it states 'No requirements found.' To the right, it says 'Showing 1-3 of 3 results'. There is a search filter section with dropdowns for 'Inspection Type' (set to '<All>'), 'Status' (set to 'Pending Resolution'), and 'Confirmation Status' (set to '<All>'), along with a 'Submit' button. Below the filters are two date input fields: 'Performed After:' and 'Performed Before:'. At the bottom, a table lists inspection records:

Date	Inspection Type	Inspected By	Resolved Findings	Status	
08/14/2023	2024 Lab Assessment	Webb, Daniel	0 / 4	Pending Resolution	View
08/08/2023	Annual Lab Assessment	Webb, Daniel	0 / 2	Pending Inspector Review	View
08/08/2023	2024 Lab Assessment	Webb, Daniel	0 / 8	Finalized	View

Pending Resolution - PI Action Required

- For an inspection with the status of “Pending Resolution”, Click “View” to view the Inspection findings and recommended corrective actions.

The screenshot displays the 'Syracuse Lab Inspection Log' interface. At the top, there are navigation tabs: View, Edit, Dashboard, Members, and ChemTracker. Below these, a breadcrumb trail shows: View | Spaces | Documents | Forms | Lab Inspections | Self Inspections | Correspondence. The main heading is 'Syracuse Lab Inspection Log' with a sub-heading 'Required Inspections'. A table with columns 'Inspection Type', 'Relevant Requirement', and 'Next Required' is shown, but it contains the message 'No requirements found.' Below this, a search filter box contains dropdown menus for 'Inspection Type' (set to '<All>'), 'Status' (set to 'Pending Resolution'), and 'Confirmation Status' (set to '<All>'), along with a 'Submit' button. There are also input fields for 'Performed After' and 'Performed Before' with calendar icons. At the bottom, a table lists inspection records:

Date	Inspection Type	Inspected By	Resolved Findings	Status	
08/14/2023	2024 Lab Assessment	Webb, Daniel	0 / 4	Pending Resolution	View
08/08/2023	Annual Lab Assessment	Webb, Daniel	0 / 2	Pending Inspector Review	View
08/08/2023	2024 Lab Assessment	Webb, Daniel	0 / 8	Finalized	View

Pending Resolution - PI Action Required

- A list of findings observed during the inspection will be provided.
- Recommended corrective actions and additional info (comments, attachments) may be included.
- PIs will have an opportunity to complete corrective actions and resolve findings.

2. Chemical Containers in Poor Condition

Comments/Corrective Action(s):

Chemical containers are in poor condition. Rusty, dented, broken or degraded containers are not acceptable.

EHSS Comments: The plastic in the attached chemical container is brittle and broken.

Corrective actions:

Remove all chemical containers that are in poor condition. Contact EHSS if disposal of damaged chemicals is needed.

Attachment(s):

These files are uploaded materials. For accessibility concerns, please contact [EHSS](#)

- [Syracuse Degraded ...252.png](#)

Pending Resolution - PI Action Required

- After reviewing and addressing any findings, proceed to the bottom of the page to the “Correspondence” Section to respond.
- This is the section where you respond to the findings.

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.

Resolved Findings:
All selected

Additional Comments:

- ▶ [Attach Documents](#)

On posting, notify these people:
 Daniel Webb
Select: [All None](#)

Additional people to notify

Pending Resolution - PI Action Required

- PI selects 1 of 4 “Reponses” to submit
- Response 1: “All Audit Findings Have Been Resolved”
 - Check if all findings found in the inspection have been completed.
 - Or select an alternative response
- Click “Submit”

The screenshot shows a web form titled "Correspondence". At the top right, there is a checkbox labeled "Hide Automated Messages" which is checked. Below the title, there is a section for "Submit Response" with a dropdown arrow. The main area is a yellow box containing four radio button options for the response. The first option, "All audit findings have been resolved.", is selected and highlighted with an orange box. The other options are: "Audit findings have been resolved except those noted below in comments:", "Corrective actions have not yet been put in place.", and "Please have the auditor contact me to discuss this report.". Below the response options is a "Resolved Findings:" dropdown menu currently set to "All selected". Underneath is an "Additional Comments:" text area. Below that is an "Attach Documents" section with a plus sign and a line. The "On posting, notify these people:" section shows "Daniel Webb" with a checked checkbox and a link to "Select: All None". Below this is an "Additional people to notify" section with a text input field and an "Add" button. At the bottom right of the form, there is a "Submit" button highlighted with an orange box.

Pending Resolution - PI Action Required

- PI selects 1 of 4 “Reponses” to submit
- Response 2: “Audit Findings have been resolved except those noted below in comments:
 - Click “Resolved Findings” and check any findings that have been addressed
 - Add any comments under “Additional Comments”
- Click “Submit”

The screenshot shows a 'Correspondence' form with the following elements:

- Correspondence** header with a **Hide Automated Messages** checkbox.
- Text: "No correspondence have been made about this inspection."
- Submit Response** section with a **Response: *** label and four radio button options:
 - All audit findings have been resolved.
 - Audit findings have been resolved except those noted below in comments: (highlighted with an orange box)
 - Corrective actions have not yet been put in place.
 - Please have the auditor contact me to discuss this report.
- Resolved Findings:** section with a dropdown menu showing "Chemical Containers in Poor Condition" and a list of checkboxes:
 - [Select all]
 - Chemical Containers in Poor Condition (highlighted with an orange box)
 - Chemical Labeling Inadequate
- Attach Documents** section.
- On posting, notify these people:** section with a checked checkbox for "Daniel Webb" and a "Select: All None" link.
- Additional people to notify** section with an input field and an "Add" button.
- Submit** button (highlighted with an orange box) at the bottom right.

Pending Resolution - PI Action Required

- PI selects 1 of 4 “Reponses” to submit
- Response 3: “Corrective Actions have not yet been put in place”
 - Add any comments under “Additional Comments”
- Click “Submit”

Correspondence

No correspondence have been made about this inspection. [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.

Resolved Findings:
All selected

Additional Comments:

[Attach Documents](#)

On posting, notify these people:

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

Additional people to notify

Pending Resolution - PI Action Required

- PI selects 1 of 4 “Reponses” to submit
- Response 4: “Please have the auditor contact me to discuss this report”
 - Add in “Additional Comments” at least 3 days and times you are available to meet in the lab within the next 2 weeks. Inspector will contact you by email to schedule.
- Click “Submit”

Correspondence

Hide Automated Messages

No correspondence have been made about this inspection.

▼ [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.

Resolved Findings:
Filter...

Additional Comments:

▼ [Attach Documents](#)

On posting, notify these people:

Daniel Webb
Select: [All None](#)

Additional people to notify

Inspection Workflow

- When a PI submits Findings as “Addressed”, EHSS will review and confirm corrective action has been implemented.
- If all corrective actions are complete the inspection will be “finalized” (no further action from PI required)
- If corrective actions are not completed “Pending Resolution” status will remain until all findings are addressed.



Inspection Workflow

Finalized Inspections

- After EHSS verifies all findings have been addresses the inspection will be finalized
- EHSS will send an email notifying the PI the inspection is finalized and no further action is required

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