



BioRAFT Group Compliance Liaisons Procedure

USG Procedure | Effective September 2021

I. Purpose and Applicability

This procedure details how to add members as Group Compliance Liaisons. It applies to all faculty and program staff involved in managing safety related matters in teaching laboratories.

II. Procedure

- A. One of the helpful features within BioRAFT is the ability for faculty to designate other members of their laboratory as Group Compliance Liaisons. These designees have permission to manage the page in general including managing members, responding to emails, managing job activities, and editing the page details.
- B. Liaisons can be other faculty, or other individuals with responsibilities in the laboratory such as laboratory managers, teaching assistants, or graduate assistants. For the latter, being a liaison will serve to teach safety responsibility and extend educational outcomes to junior academia members. One of the only things that Group Compliance Liaison's cannot do is re-certify the lab's general hazards annually.
- C. To make a laboratory member a Group Compliance Liaison complete the following:
 1. Go to the "Members" tab
 2. Click "Edit" at the right of the individuals name
 3. Check the box next to "Group Compliance Liaison" in the "Optional Access in BioRAFT" menu
 4. Click "Save" at the bottom of the page