The Universities
AT SHADY GROVE

BioRAFT Recertifying Laboratory Hazards Procedure
USG Procedure | Effective September 2021

I. **Purpose and Applicability**
This procedure outlines when and how laboratory users must recertify hazards. It applies to all faculty and program staff involved in managing safety related matters in teaching laboratories.

II. **Procedure**
A. Re-certifying hazards must be done annually, or when laboratory hazards change, and can only be done by the primary BioRAFT account holder, which appears at the top of a laboratory's page. How to re-certify hazards:

   1. [Login](#) and go to the view tab of your lab's page.

   2. In the lower right-hand corner click on the highlighted "Edit Hazards" link.

   3. Your lab's general hazards page will open. Verify that all appropriate hazards for your lab are checked. Press "Submit" at the bottom of the page.

   4. The Job Activities page will open. Verify that all appropriate job activities are checked for each of your members for all hazard classes (navigate using tabs at the top of the members list). Press "Submit" at the bottom of the page.

   5. Navigate back to the "View" screen for your labs page. The date next to "Hazards Last Certified by PI" should be updated the current day.