

## BioRAFT Setting up a Laboratory Page Procedure

USG Procedure | Effective September 2021

### I. Purpose and Applicability

Contact EHS so they can complete the initial setup of your laboratory's page. Initial setup typically includes naming the teaching laboratory, adding teaching spaces and locations, and adding laboratory members that do not already have a BioRAFT account.

### II. Procedure

- A. [Login](#) to BioRAFT
- B. Complete the General Laboratory Setup Wizard by clicking the link that pops up when you login. Click "Continue to Laboratory Setup".
  1. If you want to delegate the rest of the setup, click "Delegate Now" and follow the instructions.
  2. Note the lead faculty will still have to certify the information that the delegate fills out.
- C. Enter laboratory contact information.
- D. Enter Lab Category and Research Focus. The Lab Category summarizes the types of activities performed in the space (e.g., shared facility, teaching lab). The Research Focus is a description of the overall goals of the lab group. Typically, at USG, the Research Focus is a location where a description of the teaching lab course number, name, and description can be located.
- E. Complete lab hazard assessment. This is a checklist where you will select the hazards that affect all of your lab personnel and spaces (this list is not room specific). If you have no hazards in your laboratory, check the "No Hazards" box at the bottom of the page. When you are done, click "Submit".
- F. Enter all laboratory members which include faculty, lab managers, teaching assistants, and graduate assistants. Begin typing a member's name in the "Name" field, it will search the directory and bring up their name (note, this can take over 30 seconds). Sometimes starting with any unique part of the name (last or first) narrows the list. Select their name and click "Lookup/Add". After you are finished adding everyone, click "Done Adding Members".
- G. Configure lab member job activities. This will present your list of laboratory personnel and several tabs that have job activities that describe tasks that may apply to a researcher (e.g., works with biological materials). Select all job activities that apply to each lab member. Click "Submit" when all tabs have been investigated.
- H. Complete laboratory setup. Click "Continue".