

BioRAFT Space Use and Lab Members Procedure

USG Procedure | Effective September 2021

I. Purpose and Applicability

This procedure details how a teaching laboratory can add building spaces where laboratory activities occur and how to add or remove lab members. It applies to all faculty and program staff involved in managing safety related matters in teaching laboratories.

II. Space Use Procedure

- A. The spaces that a laboratory uses are listed in the “Spaces” link under the “View” tab in BioRAFT. A teaching laboratory’s page must include an up-to-date list of all the building spaces that the lab uses where laboratory-type activities occur. Addition or deletion of spaces can only be done by the EHS Unit. This is to avoid duplication of spaces within the system and to ensure that designation of shared space is properly identified.
- B. If you start using a new space, contact the EHU Unit with the room number, and a two- or three-word description for the space’s function, and we will add it to your BioRAFT page. If you no longer use a space that appears on your page, contact us and we will remove it for you.

III. Lab Members

- A. BioRAFT pages must include an up-to-date list of all individuals with laboratory course teaching and management responsibilities. Laboratory members can be added or deleted by faculty, group compliance liaisons, or EHS. The list of members can be viewed by navigating to the “Members” tab. Members can be removed by clicking on the “Remove” button to the right of the list. Members can be added using the “Add a Member” function by doing the following:
 1. Look up the individual using the first or last name, or both. If no one matching the names shows up, contact EHS.
 2. Select individual from the list of users.
 3. Select their title under the “Designation” dropdown field.
 4. If you want them to be able to “Edit Basic Group Information” responsibilities, check the box.
 5. If you want them to be a “Group Compliance Liaison” and have responsibilities to manage communications, inspections, adding or deleting members, and overall management of your BioRAFT page, check the box.
 6. Fill out their job activities by checking boxes as you navigate across the tabs which indicate the activities groupings.
 7. Press “Lookup/Add” at the bottom of the page.