

BioRAFT Inspection Module
PI Quick Start Guide



Prepared by BioRAFT Professional Services

Proprietary – Not for External Distribution

Last updated: May 10, 2018

Table of Contents

| | |
|---|-------------------------------------|
| Access Recent Group Inspections..... | 1 |
| Compliance Inbox..... | Error! Bookmark not defined. |
| GroupInspection Log..... | 1 |
| View an Inspection Report..... | 2 |
| Review Recent Findings Identified in Your Group | 2 |
| Group Inspection Report..... | 3 |
| Identify the Group Spaces Inspected | 3 |
| Inspection Status..... | 3 |
| Finding Summary..... | 4 |
| Inspection Finding Comments and Corrective Actions..... | 4 |
| Inspection Correspondence..... | 5 |
| Group Self-Inspections..... | 5 |
| Self-Inspection Log..... | 5 |
| Add a New Self-Inspection | 6 |
| Review Completed Self-Inspection..... | 7 |



Access Recent Inspections

Group Inspection Log

To view all recent inspections performed on your Lab, visit your Lab's inspection log. To do so, view your Lab Profile, and click on the "Lab Inspections" link.

The screenshot displays the BioRAFT interface for the Demuth Lab. At the top left is the Earth Institute logo. The top right corner shows a user greeting: "Welcome, Daniel G Demuth" with links for "Home", "Support", and "Logout". Below the header is a navigation bar with tabs for "View", "Edit", "Dashboard", "Members", "Bio", "Chem", "Rad", and "Training". A secondary navigation bar includes "View", "Spaces", "Forms", "Equipment", "Lab Inspections", and "Self Inspections".

The main content area is titled "Demuth Lab" and features a sidebar on the left with a menu of options: "Demuth Lab" (expanded), "View Lab Profile", "Compliance Dashboard", "Manage Members", "Send Lab Message", "Bio Summary", "Chem Summary", "Rad Summary", "Rad Request", "Rad Waste Pickup", "Self Inspections", "Manage Lab Forms", "Research Tools", "Training", "Equipment", and "My Account".

The main content area is divided into three sections:

- Contact Info:** Lists details for the Principal Investigator (Daniel G Demuth), Department (Biochemistry), Building (Burcharth Research Facility), Room Number (112), Mail Code (AW112), Phone 1 (617-475-9210), Phone 2, and Fax Number.
- Compliance Summary:** Shows status for Biological (green checkmark), Radiological (green checkmark), Chemical (green checkmark), Training (yellow warning triangle), and Equipment (red warning triangle). A "View Dashboard" link is provided.
- Research Focus:** Describes the lab's focus on tumor micro environment and hypoxia. It lists "Lab Categories" as Research Lab and "Major Hazard Categories" as Biological, Chemical, Ionizing Radiation, Non-Ionizing Radiation, and Physical. Hazards were last certified by PI on 10/18/2017. An "Edit Hazards" link is available.

At the bottom of the page, the "Lab Status" is indicated as "Active".



View an Inspection Report

To view your inspection report, select the “View” link next to the corresponding inspection in the inspection log.

The screenshot shows the 'Barth Lab Inspection Log' page. At the top, there is a navigation bar with 'View', 'Edit', 'Dashboard', 'Members', and 'Training'. Below this is a breadcrumb trail: 'Summary | Spaces | Forms | Equipment | Lab Inspections | Self Inspections'. The main heading is 'Barth Lab Inspection Log' with a sub-heading 'Showing 1-4 of 4 results'. There are filters for 'Inspection Type' (set to '<All>') and 'Status' (set to '<All>'), along with a 'Submit' button. Below the filters is a table with the following data:

| Date | Inspection Type | Inspected By | Findings | Status | Rating | |
|------------|---------------------------------|---------------------------------|----------|-----------|--------|----------------------|
| 09/02/2015 | Lab Safety Check | Oneal, Rodger | 3 | Finalized | 5/5 | View |
| 05/13/2014 | Hazardous Chemical | Milani, Mallory | 8 | Finalized | 5/5 | View |
| 02/07/2013 | Biological | Oneal, Rodger | 6 | Finalized | 3/5 | View |
| 10/19/2012 | HDR Source Exchange/Calibration | Oneal, Rodger | 6 | Finalized | 3/5 | View |

Review Recent Findings Identified in Your Group

From the inspection log, you can view the findings that were identified during group inspections in the previous 18 months.

The screenshot shows the 'Barth Lab Inspection Log' page, identical to the one above. A blue arrow points to the 'View' link in the first row of the table. Below the table, there is a section titled 'Findings found during inspections in the last 18 months' which contains the following data:

| Findings Found | Category | Frequency |
|--------------------------------------|----------|-----------|
| Emergency contact information needed | General | 2 |
| Ergonomic issues | General | 1 |

Group Inspection Report

Identify the Group Spaces Inspected

The box in the upper left-hand corner of the inspection report shows the Group spaces that were included in the inspection.

Barth Lab Inspection 09/02/2015

Attention: Your response is required to this Inspection Report.

Labs/Spaces: Barth Lab
Sene Chemistry Research Building - 132
Sene Chemistry Research Building - 133
Sene Chemistry Research Building - 134

Primary Contact: John T Barth
Inspection Type: Lab Safety Check
Inspected By: Rodger H ONeal

Last Emailed: Pending Resolution 09/08/2015 (view)

Findings:

- Emergency contact information needed
- Chemical inventory management required
- Sharps container too full

Inspection Status

The inspection status in the right hand corner of the inspection report displays the current status of the inspection report to indicate whether any follow-up is required. The “Pending Resolution” status indicates that the report requires follow-up from the Group. If the inspection report status is set to “Finalized”, no further correspondence with EHS is required.

Barth Lab Inspection 09/02/2015

Attention: Your response is required to this Inspection Report.

Labs/Spaces: Barth Lab
Sene Chemistry Research Building - 132
Sene Chemistry Research Building - 133
Sene Chemistry Research Building - 134

Primary Contact: John T Barth
Inspection Type: Lab Safety Check
Inspected By: Rodger H ONeal

Status: Pending Resolution

Findings:

- Emergency contact information needed
- Chemical inventory management required
- Sharps container too full

Finding Summary

The “Findings” box provides a summary of the items identified in the inspection. A red exclamation point will appear next to any findings that have been identified in the last 18 months.

Welcome, John T Barth
Home | Support | Logout

Barth Lab Inspection 09/02/2015

Attention: Your response is required to this Inspection Report.

Labs/Spaces: [Barth Lab](#)
[Sene Chemistry Research Building - 132](#)
[Sene Chemistry Research Building - 133](#)
[Sene Chemistry Research Building - 134](#)

Primary Contact: [John T Barth](#)

Inspection Type: Lab Safety Check

Inspected By: [Rodger H Oneal](#)

Status: [Pending Resolution](#)
Last Emailed: [09/08/2015 \(view\)](#)

Findings:

- 🚨 Emergency contact information needed
- Chemical inventory management required
- Sharps container too full

Inspection Finding Comments and Corrective Actions

The corrective action text and comments added by your inspector will help to provide details about the item identified. Where applicable, your inspector will indicate which group spaces the item was found in, or attach any relevant documents or photos.

Sene Chemistry Research Building - 132'."/>

Findings

1. Emergency contact information needed

Comments/Corrective Action(s):

Emergency contact information needed: In order to identify owners of labs, equipment, freezers and other equipment in shared spaces contact information must be posted on each in case of emergency. Please label all equipment outside of research areas under your control with emergency contact information. Additionally, all lab doors must have emergency contact information (names & phone numbers) clearly displayed. Regulatory Citation: 29 CFR 1910.1450

Corrective Action(s): Emergency contact information must be up to date and posted.

🚨 This finding has been recorded 1 time in the past 18 months.

2. Chemical inventory management required

Comments/Corrective Action(s):

Chemical inventory management required: Prudent inventory practices suggest chemical volume must be minimized. Purchase only the chemicals needed for use in the next 3-6 months; write the date received and opened on each chemical container for inventory management. Regulatory Citation: 29 CFR 1910. 1200, 1450; 40 CFR 355

Corrective Action(s): Update and maintain an accurate chemical inventory at all times.

Space(s):

- [Sene Chemistry Research Building - 132](#)

Inspection Correspondence

Follow-up responses to an Inspection Report can be tracked directly in the “Correspondence” section of the report. After selecting the appropriate radio button, you will be prompted to enter additional text as needed. You will receive an e-mail to your institution e-mail inbox when new correspondence is added to your Inspection Report. In order to ensure that all correspondence is tracked in one place, log in to BioRAFT to respond to any messages.

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.

On posting, notify these people:

- Rodger H Oneal

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

Group Self-Inspections

Self-Inspection Log

To view all recent self-inspections performed on your group, visit your group’s self-inspection log by viewing your GroupProfile, then clicking on the “Self Inspections” link. On this page you will also be able to review the items found during self-inspections in the past 18 months.

View Edit Dashboard Members Training

Summary Spaces Forms Equipment Lab Inspections **Self Inspections**

Barth Lab Self Inspection Log

Inspection Type: <All> Performed Between:

[Add a new Self Inspection](#)

| Date | Inspected Groups | Inspection Type | Findings |
|----------------------------|------------------|-----------------|----------|
| No inspections were found. | | | |

[Add a new Self Inspection](#)

Findings found during self inspections in the last 18 months

| Findings Found | Category | Frequency |
|--|----------|-----------|
| There were no findings found over the last 18 Months | | |

Add a New Self-Inspection

From your group's self-inspection log, select the "Add a New Self Inspection" link. You will then be asked to identify the group spaces you are inspecting. Where applicable, add additional spaces using the "Lookup" box.

The screenshot shows the 'Add New Self Inspection' form. At the top left is the Earth Institute logo. The top right corner displays 'Welcome, John T Barth' with links for 'Home', 'Support', and 'Logout'. A left-hand navigation menu is visible, listing options like 'View Lab Profile', 'Compliance Dashboard', 'Manage Members', 'Send Lab Message', 'Self Inspections', 'Manage Lab Forms', 'Research Tools', 'Training', 'Equipment', and 'My Account'. The main form area is titled 'Add New Self Inspection' and includes the following fields: 'Inspection Date' (09/11/2015), 'Inspection Type' (General Lab Safety), a 'Please select the type of inspection that will be performed.' instruction, an 'Inspected Groups' section with a 'Please select the groups that you are inspecting.' instruction and three checked items: 'Barth Lab', 'Sene Chemistry Research Building - 132', 'Sene Chemistry Research Building - 133', and 'Sene Chemistry Research Building - 134'. Below this is a 'Lookup' input field with an 'Add' button. At the bottom of the form is an 'Inspect' button.

On the subsequent page, you will walk through the list of items your compliance team has identified as relevant for self-inspections.

The screenshot shows the 'Findings Found' section of the self-inspection report. It begins with a 'Summary' section containing the text 'Please perform this audit quarterly.' Below this is a 'Findings Found' section with the instruction 'Select findings to populate the Corrective Actions section with default text. This text can be edited prior to submitting the Inspection Report.' The findings are organized into two categories: 'Animal Care' and 'Biological'. The 'Animal Care' category includes the question 'Are disaster plans for each facility to include satellite locations are in place?' with radio buttons for 'Yes', 'No', and 'N/A', and an 'Add Details' link. The 'Biological' category includes four questions: 'Is the biohazard trash level below the fill line?', 'Does the biohazard trash have secondary containment?', 'Are fabric chairs kept out of the tissue culture lab?', and 'Is the sharps container no more than 3/4 full?'. Each question has radio buttons for 'Yes', 'No', and 'N/A', and an 'Add Details' link.

In the “Summary” box, please feel free to take note of any relevant details or overall observations regarding items identified during the inspection.

By default, when you select a response of “No” to an inspection question, the corrective action text that was pre-determined by your compliance team will be pre-populated to guide you in making the necessary corrections. To add additional information or comments to an item with an answer of “Yes” or “N/A”, select the “Add Details” link to the right of the question.

▼ Findings Found

Select findings to populate the Corrective Actions section with default text. This text can be edited prior to submitting the Inspection Report.

▼ Animal Care

Are disaster plans for each facility to include satellite locations are in place? Yes No N/A
 [Hide Details](#)

👤* (+3)

Comments/Corrective Actions:

Space(s): [Add Attachment\(s\)](#)

Sene Chemistry Research Building - 132
 Sene Chemistry Research Building - 133
 Sene Chemistry Research Building - 134

Review Completed Self-Inspection

In the final step, you will be able review your report and make any necessary edits before submitting.

View Edit

Barth Lab Self-Inspection 09/11/2015

Your Self Inspection has been created.

Inspected Lab: [Barth Lab](#)

Labs/Spaces: [Sene Chemistry Research Building - 132](#)
[Sene Chemistry Research Building - 133](#)
[Sene Chemistry Research Building - 134](#)
[Barth Lab](#)

Primary Contact: [John T Barth](#)

Inspection Type: Lab Safety Check

Inspected By: [John T Barth](#)

Findings:

- Chemical Hygiene Plan missing or expired

Summary

Please perform this audit quarterly.

Findings

1. Chemical Hygiene Plan missing or expired

Comments/Corrective Action(s):