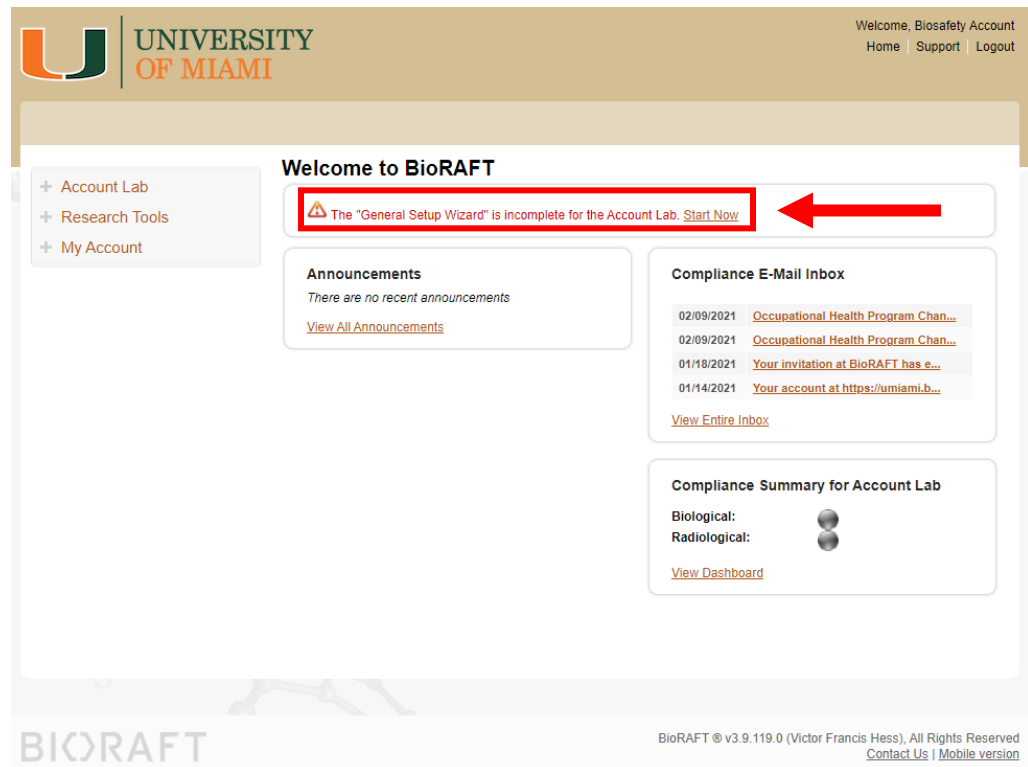


BioRAFT STEP-BY-STEP GUIDE

Step 0: Pre-Registration

If you've not yet used or logged into **BioRAFT**, your lab may not yet be registered in BioRAFT based on your previous work with EHS. Principle Investigators should start by reaching out to EHS at biosafety@miami.edu to ensure an individual profile has been created in BioRAFT to provide access.

Once individual access has been granted, when you log into BioRAFT, you will be prompted to complete the **General Setup Wizard**.



UNIVERSITY OF MIAMI

Welcome, Biosafety Account
Home | Support | Logout

Welcome to BioRAFT

+ Account Lab
+ Research Tools
+ My Account

The "General Setup Wizard" is incomplete for the Account Lab. Start Now



Announcements
There are no recent announcements
[View All Announcements](#)

Compliance E-Mail Inbox

Date	Subject
02/09/2021	Occupational Health Program Chan...
02/09/2021	Occupational Health Program Chan...
01/18/2021	Your invitation at BioRAFT has e...
01/14/2021	Your account at https://umiami.b...

[View Entire Inbox](#)

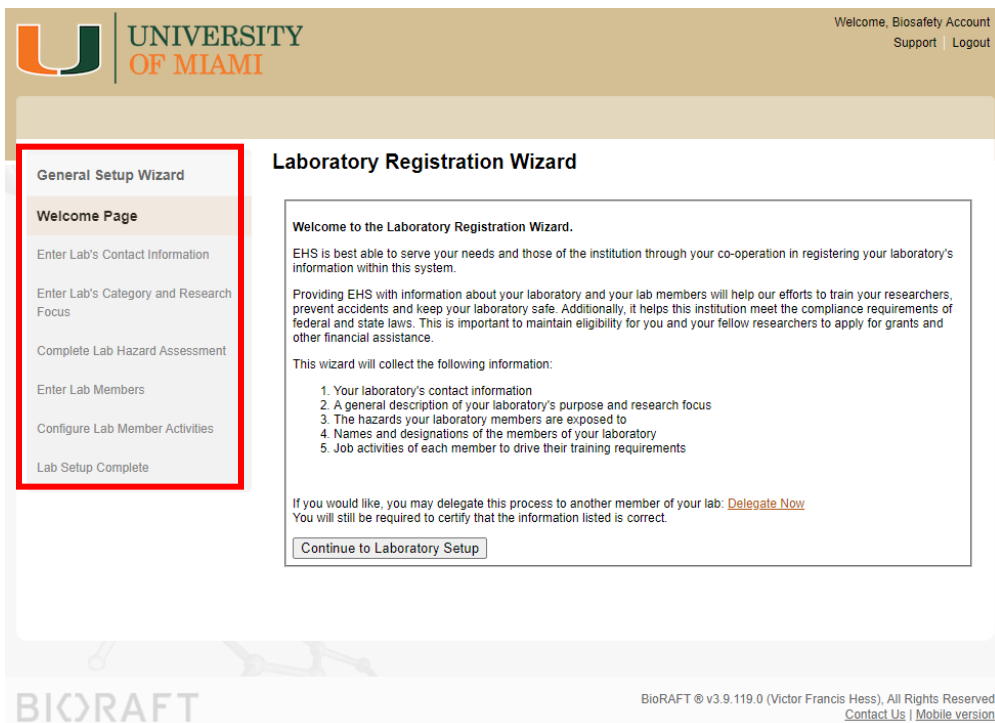
Compliance Summary for Account Lab

Biological: 
Radiological: 

[View Dashboard](#)

BIORAFT

BioRAFT © v3.9.119.0 (Victor Francis Hess), All Rights Reserved
[Contact Us](#) | [Mobile version](#)



UNIVERSITY OF MIAMI

Welcome, Biosafety Account
Support | Logout

General Setup Wizard

Welcome Page

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Enter Lab Members

Configure Lab Member Activities

Lab Setup Complete

Laboratory Registration Wizard

Welcome to the Laboratory Registration Wizard.

EHS is best able to serve your needs and those of the institution through your co-operation in registering your laboratory's information within this system.

Providing EHS with information about your laboratory and your lab members will help our efforts to train your researchers, prevent accidents and keep your laboratory safe. Additionally, it helps this institution meet the compliance requirements of federal and state laws. This is important to maintain eligibility for you and your fellow researchers to apply for grants and other financial assistance.

This wizard will collect the following information:

1. Your laboratory's contact information
2. A general description of your laboratory's purpose and research focus
3. The hazards your laboratory members are exposed to
4. Names and designations of the members of your laboratory
5. Job activities of each member to drive their training requirements

If you would like, you may delegate this process to another member of your lab: [Delegate Now](#)
You will still be required to certify that the information listed is correct.

[Continue to Laboratory Setup](#)

BIORAFT

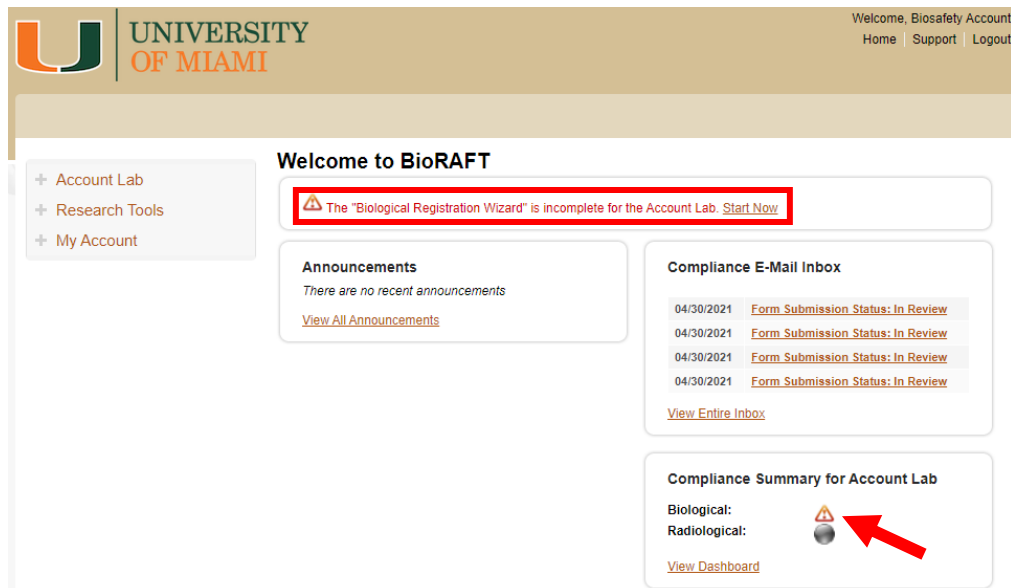
BioRAFT © v3.9.119.0 (Victor Francis Hess), All Rights Reserved
[Contact Us](#) | [Mobile version](#)

The **General Setup Wizard** will guide you through several pages that will collect information to establish your lab within the BioRAFT system.

This is *not* the **Biological Registration**. The information collected in this wizard should be highlights and general information about the lab, not specific details about individual projects.

Once your lab is established in BioRAFT, [email EHS](#) to **bio enable** your lab to have access to the biological registration.

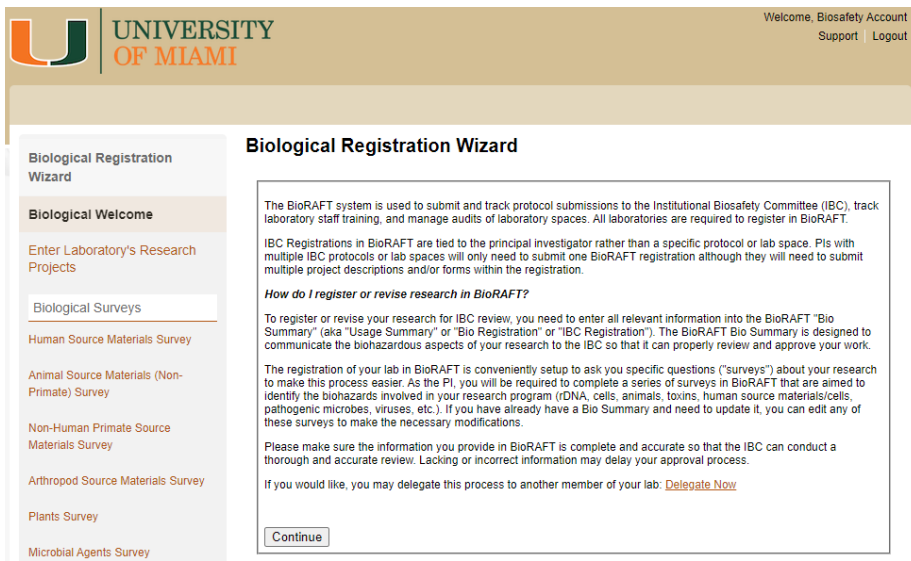
Step 1: Accessing the Biological Registration



If your lab has been bio enabled by EHS you will be notified on your BioRAFT dashboard that the **Biological Registration Wizard** is incomplete. Alternatively, your compliance summary will indicate that action is needed.

You can access the **Biological Registration** in one of 2 ways: through the **Biological Registration Wizard** link, or through the **Biological Summary** page within your lab profile. Both will be touched on below.

Step 2: Biological Registration Wizard



The wizard will guide you through the submission process, aligning navigable sections along the left-hand side. If this is your first time submitting a registration, the wizard is helpful to ensure nothing essential is left out of your submission.

One key limitation of the wizard however is it will not prompt you to upload additional documents, such as your **Biological Hygiene Plan**. Access to uploads can be accessed from the **Biological Summary** page after initial completion of this

wizard.

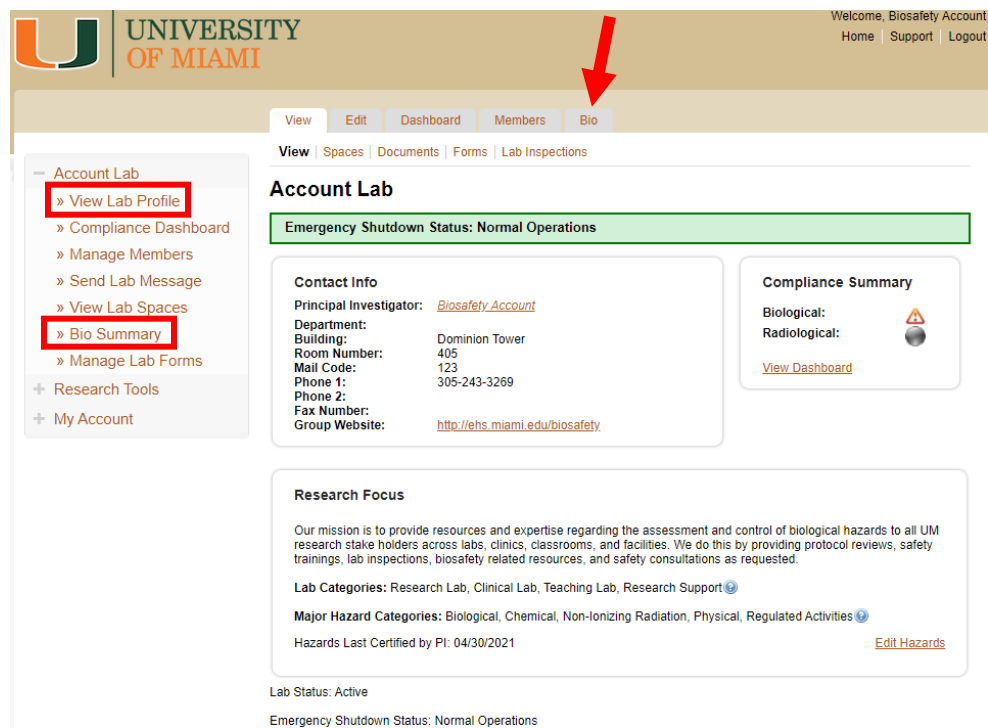
The BioRAFT **Biological Registration Wizard** breaks down the registration process into 3 main sections: projects, surveys, and materials.

- The core descriptions associated with your work will be outlined in projects. Project descriptions should be in layman's terms and relatively brief.



- Surveys assess what agent specific risks may exist within your research and the nature of those materials.
- Materials straight-forwardly catalogues all materials used or stored by your lab.

The Wizard is only selectable for first time submissions. All other times it is accessible through **Your Lab** summary page, found in the left-hand navigational menu. You can access the registration directly in the left-hand menu by clicking **Your Lab** then **Bio Summary**, then **Biological Summary** in the sub top navigational menu on the next page. On **Your Lab**'s summary page, you can click on the **Bio** tab on the top row navigational tabs to also access your Biological Registration. If you do not see the option to access the bio summary page and are missing the bio tab in the top menu, your lab has not been bio-enabled and you must [email EHS](#) for access.



UNIVERSITY OF MIAMI

Welcome, Biosafety Account
Home | Support | Logout

View | Edit | Dashboard | Members | **Bio**

View | Spaces | Documents | Forms | Lab Inspections

Account Lab

Emergency Shutdown Status: Normal Operations

Contact Info

Principal Investigator: [Biosafety Account](#)

Department:

Building: Dominion Tower

Room Number: 405

Mail Code: 123


Phone 1: 305-243-3269


Phone 2:

Fax Number:

Group Website: <http://ehs.miami.edu/biosafety>

Compliance Summary


Biological: 


Radiological: 

[View Dashboard](#)

Research Focus

Our mission is to provide resources and expertise regarding the assessment and control of biological hazards to all UM research stake holders across labs, clinics, classrooms, and facilities. We do this by providing protocol reviews, safety trainings, lab inspections, biosafety related resources, and safety consultations as requested.

Lab Categories: Research Lab, Clinical Lab, Teaching Lab, Research Support 

Major Hazard Categories: Biological, Chemical, Non-Ionizing Radiation, Physical, Regulated Activities 

Hazards Last Certified by PI: 04/30/2021 [Edit Hazards](#)

Lab Status: Active


Emergency Shutdown Status: Normal Operations

ViewEditDashboardMembersBio

BioBiological SummaryProjectsCell LinesTissuesPlantsMicrobesBiological ToxinsrDNA

Account Lab Biological Summary

Please update this information as your research changes and resubmit to EH&S by clicking the button at the bottom of the page.

Use  to identify changes: Since Last Approved

Account Lab

Submission Date: --

Pl: Dr. Biosafety Account

Usage Summary

Primate Materials

• None

Non-Primate Materials

• None

Other Biological Source Materials

• None

This lab does not ship biological materials.

Applicable NIH Guideline Sections

Lab Focus [\[Edit\]](#)

Our mission is to provide resources and expertise regarding the assessment and control of biological hazards to all UM research stake holders across labs, clinics, classrooms, and facilities. We do this by providing protocol reviews, safety trainings, lab inspections, biosafety related resources, and safety consultations as requested.

Researchers [\[Edit\]](#)

Biosafety Account

Detailed Pages

Project Summary [\[Add\]](#)

Title	Safety Level(s)	Summary of Project	Project Team Members	Last Edited	Status
You currently have no projects listed.					

[Add a Project](#)

Research Projects

No Pathogen or Viral Vector registration forms have been filled out for this lab.

[Add a Research Project](#)

Additional Forms

Title	Submitted By	Last Updated	State
No Pathogen or Viral Vector registration forms have been filled out for this lab.			

[Add a Viral Vector Form](#)
[Add a Pathogen Registration Form](#)

No Pathogen or Viral Vector registration forms have been filled out for this lab.

[Add a Viral Vector Form](#)
[Add a Pathogen Registration Form](#)

Biological Registration Documents

File Name	File Type	Description	Date uploaded	Submitted By
There are currently no files attached to this Laboratory --				
These files are uploaded materials. For accessibility concerns, please contact EHS				

[Attach a New Document](#)

Certify

Here, the entire bio summary is laid out in one long page. This page is comprehensive, including a section at the bottom to upload **additional documents**, such as your **biological hygiene plan**. This page can however become lengthy depending on the depth and variety of your research projects, naturally.

If you used the **Biological Registration Wizard** first to build your **bio registration**, you'll need to access your complete **Lab Biological Summary** page in order to upload your **Biological Hygiene Plan** at the bottom under **Biological Registration Documents**. The Hygiene Plan is essential for EHS/IBC review and is a required part of a submission to be considered complete. The Biological Hygiene Plan can be downloaded from the [EHS Resources page located here](#) under **Documents**. Any other documents that may be needed for review or appropriate to associate with your summary can also be uploaded under the **Biological Registration Documents** section in your **Lab Biological Summary**.


Step 3: Certification and Submission

ViewEditDashboardMembersBio

Bio | **Biological Summary** | Projects | Cell Lines | Tissues | Plants | Microbes | Biological Toxins | rDNA | NIH Guidelines

Account Lab Biological Summary

Please update this information as your research changes and resubmit to EH&S by clicking the button at the bottom of the page.

Use  to identify changes: Since Last Approved ▼

Account Lab
PI: Dr. Biosafety Account

Submission Date: --

Usage Summary

Primate Materials

- None

Non-Primate Materials

- None

Other Biological Source Materials

- None

This lab does not ship biological materials.

Applicable NIH Guideline Sections

Lab Focus [\[Edit\]](#)

Our mission is to provide resources and expertise regarding the assessment and control of biological hazards to all UM research stakeholders across labs, clinics, classrooms, and facilities. We do this by providing protocol reviews, safety trainings, lab inspections, biosafety related resources, and safety consultations as requested.

Researchers [\[Edit\]](#)
Biosafety Account

Detailed Pages

Project Summary [\[Add\]](#)

Title	Safety Level(s)	Summary of Project	Project Team Members	Last Edited	Status
You currently have no projects listed.					
Add a Project					

Research Projects

No Pathogen or Viral Vector registration forms have been filled out for this lab.

[Add a Research Project](#)

Additional Forms

Title	Submitted By	Last Updated	State
No Pathogen or Viral Vector registration forms have been filled out for this lab.			
Add a Viral Vector Form			
Add a Pathogen Registration Form			

No Pathogen or Viral Vector registration forms have been filled out for this lab.

[Add a Viral Vector Form](#)

[Add a Pathogen Registration Form](#)

Biological Registration Documents

File Name	File Type	Description	Date uploaded	Submitted By
There are currently no files attached to this Laboratory --				
These files are uploaded materials. For accessibility concerns, please contact EHS				

[Attach a New Document](#)

Certify

After clicking **Certify**, you will be brought to a certification page. After reading and initialing, you can click **Certify and Submit** at the bottom of the page to submit the application for review.

Applications will be reviewed by the Biosafety Office in EHS. Any applications that also contain recombinant DNA or other rDNA vectors, or as you may have been instructed by the IBC, will be reviewed by both the BSO and the IBC.

You can certify and submit your application on the review page of the **Biological Registration Wizard**, however you cannot upload your **Biological Hygiene Plan** which is required for each lab. Please see the previous page for accessing your Biological Registration the **Biological Summary** page associated with **Your Lab** summary.

The Biological Hygiene Plan can be downloaded from the [EHS Resources page located here](#) under **Documents**. Any other documents that may be needed for review or appropriate to associate with your summary can also be uploaded under the **Biological Registration Documents** section in your **Lab Biological Summary**.

To submit the registration, you must click **Certify** at the bottom of the page.

Biological Registration Wizard

Certify and Submit to the Institutional Biosafety Committee

Please read the following and initial each section.

By signing this form you are agreeing to all of these statements and certifying that all of the information currently displayed in the Biological Registration section of your lab profile is accurate and complete.

Please initial using BA.

I hereby certify that the information provided in this form represents the current and planned research in my lab. I am familiar with and agree to abide by the provisions of the current NIH Guidelines, the NIH Guide for Grants and Contracts, other specific NIH instructions pertaining to the proposed project as well as any Policies and Procedures related to biological research, and local state and federal regulations: *

a. I will initiate no recombinant DNA research subject to the NIH Guidelines or research with pathogenic organisms until that research has been reviewed and approved/registered with the Institutional Biosafety Committee: *

b. I will ensure that those working in my laboratory will follow laboratory techniques and practices outlined in the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) and the Biosafety Manual appropriate for the designated biosafety level and the research done in my labs: *

c. I will supervise staff, and correct work errors and conditions that could result in unsafe laboratory practices or breaches of the NIH Guidelines: *

d. I will follow all applicable Federal and international regulations whenever I ship biological materials domestically and internationally. I will also obtain the proper importation or exportation permits/licenses through the EHS Office before shipping to or receiving from any international location any biological material: *

e. I will ensure that staff are trained in: good microbiological practices and techniques required to ensure safety for this project, in the procedures for dealing with accidents, and in waste management procedures. In addition, I will assure that all listed personnel who have occupational exposure to human source materials will receive annual bloodborne pathogen training through EHS: *

f. I will inform the IBC and EHS Offices of any significant research-related accident or illness as soon as possible after its occurrence: *

g. I will inform the IBC Office of any significant changes to my research: *

By clicking this button I, Biosafety Account, agree to all of the terms stated above.


Certify and Submit

After Submission

You can review your Biological Registration and view the Bio overview for your lab through the **Bio** tab at the top under **Your Lab** summary. This may be particularly useful when modifications are needed and re-submission.

Registrations should be reviewed and certified to still be accurate minimally on an annual basis and resubmitted for full review every 3 years. Due to the evolving nature of university research however, modifications may be needed more routinely as your research evolves or as research personnel graduate and are replaced.

Just remember though, you're not on your own and the EHS Biosafety Office is here to help should you bump into any access issue, encounter errors, or have any questions about the process in general. We are happy to accommodate one on one or group meetings as needed to provide guidance [upon request](#).



UNIVERSITY
OF MIAMI

Welcome, Biosafety Account
[Home](#) | [Support](#) | [Logout](#)

ViewEditDashboardMembersBio

Bio | [Biological Summary](#) | [Projects](#) | [Cell Lines](#) | [Tissues](#) | [Plants](#) | [Microbes](#) | [Biological Toxins](#) | [rDNA](#) | [NIH Guidelines](#)

Account Lab

- » [View Lab Profile](#)
- » [Compliance Dashboard](#)
- » [Manage Members](#)
- » [Send Lab Message](#)
- » [View Lab Spaces](#)
- » [Bio Summary](#)
- » [Manage Lab Forms](#)

Research Tools

- » [My Account](#)

Account Lab Biologicals

Summary

Principal Investigator: [Biosafety Account](#)

Assigned Biosafety Level: Review Frequency: 3 Years

Dual Use Research of Concern: Yes
Ships Biomaterials: Yes

	Number
Projects	5
Viral Vector Forms	0
Pathogen Forms	0
Cell Lines	0
Tissues	0
Plants	0
Microbes	2
Biological Toxins	0
rDNA	0

[View or Update Biological Usage Summary.](#)

Biological Materials

Primate Materials

- Human Body Fluids
- Human Cell Lines
- Human Organs
- Human Tissues
- Non-Human Primate Source Materials
- Non-Human Primates

Non-Primate Materials

- Amphibians
- Arthropods
- Bloodborne Pathogens
- Fish
- Lab Animal Cell Lines (Non-Primate)
- Lab Animal Source Materials (Non-Primate)
- Lab Animal Tissues (Non-Primate)
- Lab Animals (Non-Primate)
- Non-Pathogenic Microorganisms
- Pathogenic Microorganisms
- Plants
- Select Agent Pathogenic Microorganisms

Other Biological Source Materials

- Biological Toxins
- Infectious Proteins
- Mutagenic Agents
- Recombinant or Synthetic Nucleotides
- Select Agent Biological Toxins
- Viral Vectors

Registration Summary

Submission: [Current](#) **Started**

Registration Started: 05/07/2021
PI Last Certified: --
Registration Approved: --
Next Review Date: --