BioRAFT Self Inspections Module
User's Guide

Prepared by BioRAFT Professional Services and University of Pennsylvania EHRS

Revision 7/20

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BioRAFT Self Inspections Module Introduction

The purpose of this safety Self Inspection is to assist labs in assessing their adherence to laboratory safety and compliance practices. Self inspections may be conducted in BioRAFT by the PI or the Lab Safety Coordinator.

If your lab is required to complete a Self Inspection, the PI and Lab Safety Coordinator will receive an email notification about the requirement. Self inspections may also be completed voluntarily at any time. This document will show you how to begin a self-inspection in BioRAFT, how to complete the inspection checklist, and how to email the inspection to lab members, EHRS or other individuals who may need to review the document.
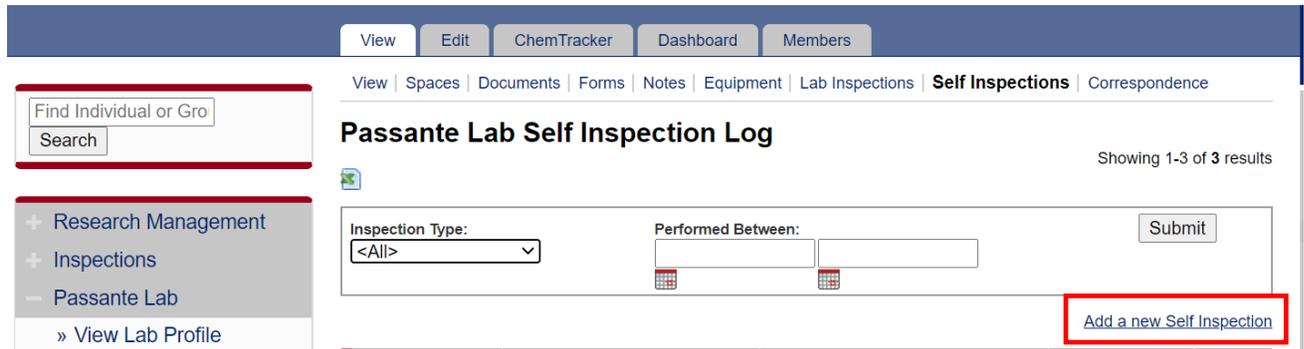
Creating the Self Inspection

1. The PI and LSC will receive a notification that self inspection is required. Upon receipt of this notification, log in to BioRAFT at https://penn.bioraft.com. After logging in to BioRAFT, under the drop-down menu for your lab name on the left-hand side, click the "Self Inspections" link.
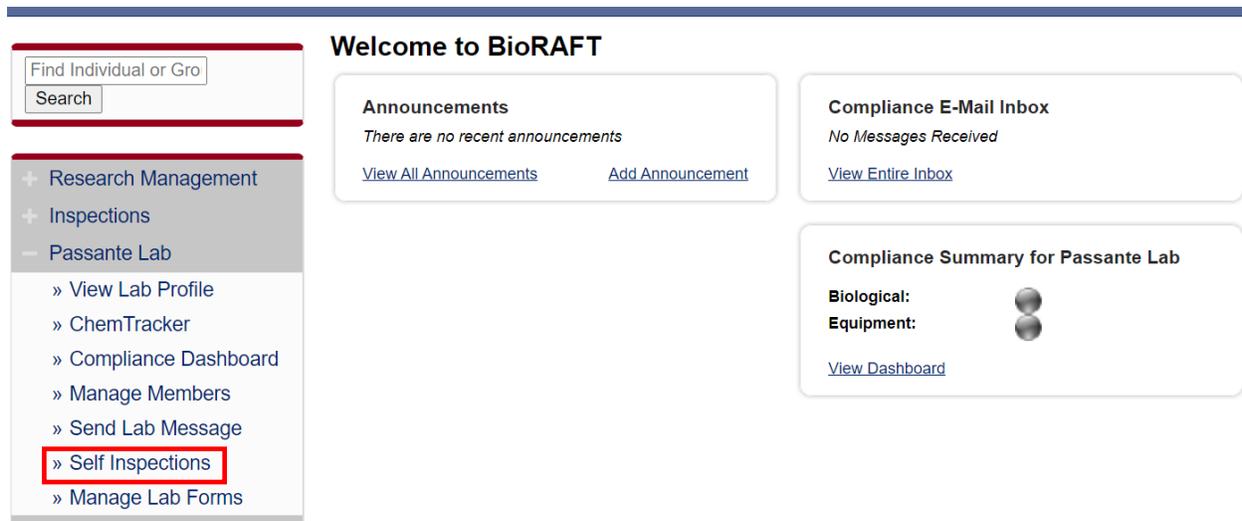
Welcome to BioRAFT

Find Individual or Gro
Search

Research Management
Inspections
− Passante Lab
  » View Lab Profile
  » ChemTracker
  » Compliance Dashboard
  » Manage Members
  » Send Lab Message
  » Self Inspections
  » Manage Lab Forms

Announcements
There are no recent announcements

View All Announcements   Add Announcement

Compliance E-Mail Inbox
No Messages Received

View Entire Inbox

Compliance Summary for Passante Lab

Biological:
Equipment:

View Dashboard

2. On the top of the page on the right-hand side, click "Add a new Self Inspection."

3. In the "Inspection Type" drop-down menu, select the required Self Inspections type. If there is only one option, choose *Self Inspection*. Select the relevant spaces and then click "Inspect."

Add New Self Inspection

Inspection Date:
07/06/2020

Inspection Type: *
Choose...   ⌄

Choose...   ...spection that will be performed.
Inspection Type
Self Inspection   ...s that you are inspecting.
☑ Passante Lab

Lookup [   ] ○ ❓

[Add]

[Inspect]

Completing the Self Inspection Checklist

1. The checklist is in the format of a Y/N/NA questionnaire. Go through the checklist and answer according to the conditions in your lab. A response is **required** for each item on the list. Hover over the question mark icon to see help text for a particular question.

Any "no" responses will prompt you for resolution. Complete the necessary actions to resolve the issue or contact EHRS for additional guidance as needed. If desired, you can add a description of your observation or the actions you've taken in the Corrective Actions text box. These comments will be saved in your self inspection report.

2. Include optional comments and attachments in the "Other Findings" section, if applicable. Click "Save" when finished. After saving the report, you can continue to edit it by clicking the "Edit" tab at the top of report. Click "Save" when finished to save your most recent changes.

─ ▸ Other Findings ──────────────────────────────

Other Comments/Corrective Actions:

─ ▾ Attachments ──────────────────

Attach new file:
Choose File | No file chosen

Upload

Save

3. After saving, you will see a confirming message stating that "Your *Self Inspection* has been created." The self inspection is saved to your lab's profile in the Self Inspections tab and is accessible by all lab members. If you received an email notice stating that your lab is required to complete a self inspection, the requirement is now satisfied for the time period stated in that message.

Emailing the Self Inspection Report

1. Emailing your self inspection report to your lab members is optional but recommended if you want to communicate corrective actions or positive results.

Click on the mail icon on the top right-side of the screen to email the report to the lab members.

The lab report, while accessible by EHRS, is not automatically forwarded to anyone. Questions or concerns must be followed up on outside of the self inspection process.

Self-Inspection 07/06/2020

> Your *Self Inspection* has been created.

Inspected Lab:	Passante Lab	Findings: None
Groups/Spaces:	Passante Lab	
Primary Contact:	Joseph Passante	
Compliance Liaison:	Kimberly Brown	
	Maureen Malachowski	
	Gwenn Allen	
Inspection Type:	Self Inspection	
Inspected By:	Gwenn Allen	

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2. Use the "To" and "CC" drop-down menus to select the individuals who should receive the report. Click the "Advanced Options" menu to cc or bcc individuals outside of your lab group, such as a building administrator. When you are ready to email the report, click "Send Inspection." The next screen will show a message confirming this action.

Email Inspection

To:

Gwenn Allen - Laboratory Office Staff

CC:

Joseph Passante - Principal Investigator, Kimberly Brown - L...

[Select all]
☑ Joseph Passante - Principal Investigator
☑ Kimberly Brown - Laboratory Office Staff
☑ Maureen Malachowski - Laboratory Office Staff
☐ Gwenn Allen - Laboratory Office Staff

Your laboratory PI or Lab Safety Coordinator has performed a self-inspection of your lab. The inspection's goal was to identify potential health and safety concerns. You may use the link below to login to BioRAFT and review your report.

    https://penn.bioraft.com/node/2043787

Please work with your PI and Lab Safety Coordinator to correct any issues that have been identified.

Cancel   Send Inspection

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