



BioRAFT Self Inspections Module User's Guide

Prepared by BioRAFT Professional Services and University of Pennsylvania EHRS

Revision 7/20

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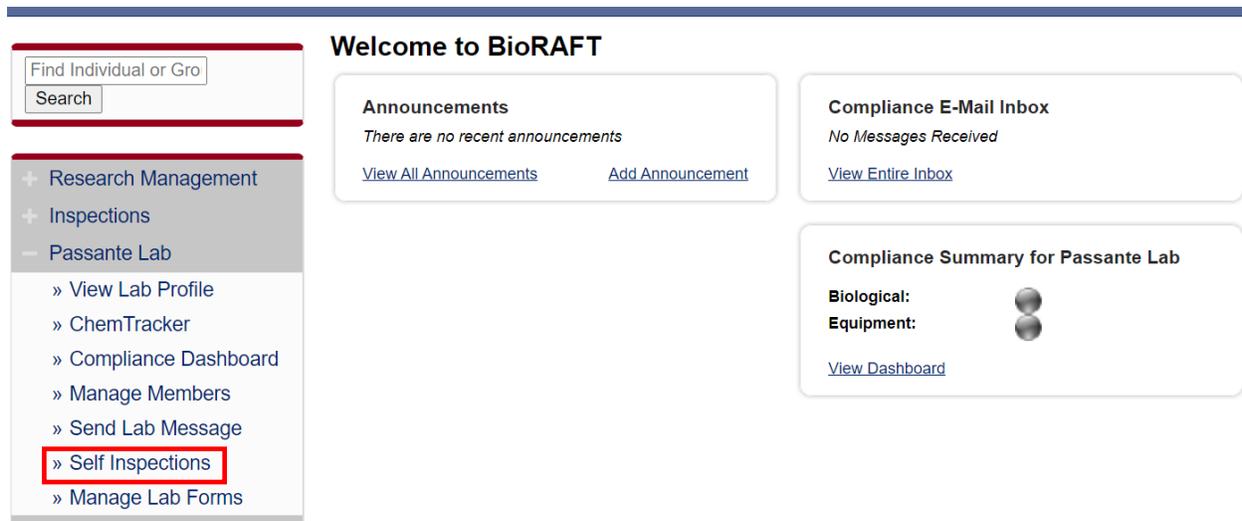
BioRAFT Self Inspections Module Introduction

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.

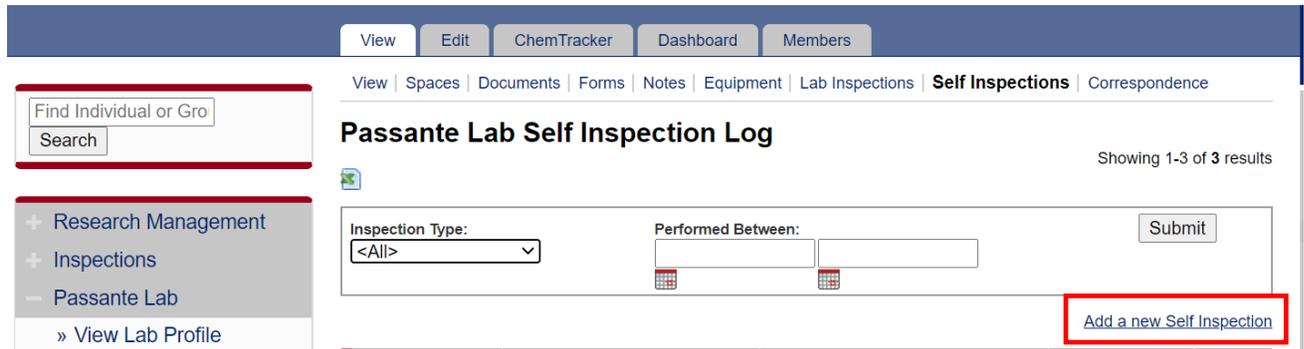
Creating the Self Inspection

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.



The screenshot shows the BioRAFT dashboard. On the left is a navigation menu with a search bar at the top. The search bar contains the text "Find Individual or Gro" and a "Search" button. Below the search bar are several menu items: "Research Management", "Inspections", "Passante Lab" (expanded), "View Lab Profile", "ChemTracker", "Compliance Dashboard", "Manage Members", "Send Lab Message", "Self Inspections" (highlighted with a red box), and "Manage Lab Forms". The main content area is titled "Welcome to BioRAFT" and contains three panels. The first panel is "Announcements" with the text "There are no recent announcements" and links for "View All Announcements" and "Add Announcement". The second panel is "Compliance E-Mail Inbox" with the text "No Messages Received" and a link for "View Entire Inbox". The third panel is "Compliance Summary for Passante Lab" showing "Biological:" and "Equipment:" with two progress indicators (two grey circles) and a link for "View Dashboard".

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



The screenshot shows the PennEHRS interface for the Passante Lab Self Inspection Log. At the top, there is a navigation bar with tabs for View, Edit, ChemTracker, Dashboard, and Members. Below this, a breadcrumb trail includes View, Spaces, Documents, Forms, Notes, Equipment, Lab Inspections, **Self Inspections**, and Correspondence. On the left side, there is a search box labeled "Find Individual or Group" with a "Search" button, and a sidebar menu with options: Research Management, Inspections, Passante Lab (selected), and View Lab Profile. The main content area is titled "Passante Lab Self Inspection Log" and indicates "Showing 1-3 of 3 results". Below the title, there is a form with "Inspection Type" set to "<All>", "Performed Between" date pickers, and a "Submit" button. A red box highlights the link "Add a new Self Inspection" in the bottom right corner of the form area.

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...
Inspection Type
Self Inspection

inspection that will be performed.

spaces 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.

▼ [Findings Found](#)

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

▼ [Biosafety](#)

	Yes	No	N/A	
Is the Biological Registration complete, accurate, and certified by the PI within the past year? ⓘ* (+3 Important)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Details
Is the certification for the biosafety cabinet current? ⓘ* (+4 Critical)				Details
Is the Exposure Control Plan complete, current and on file? ⓘ* (+4 Critical)				Details

▼ [Chemical](#)

For any hoods that are malfunctioning or in alarm: Have you requested and the hoods labeled out of service? ⓘ* (+4 Critical)				Details
Are all chemical containers in good condition with no expired chemicals stored in the lab? ⓘ* (+2 Moderate)				Details

Is the certification for the biosafety cabinet current? ✕

Biosafety cabinets must be certified on an annual basis or when moved. Contact Technical Safety Services (TSS) to request service. Email: upenn@techsafety.com You may consider this finding to be resolved when the service has been scheduled. Additional information is available on the EHRS website. <https://www.ehrs.upenn.edu/health-safety/biosafety/biological-safety-cabinets>

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:

[Empty text area for comments]



▼ [Attachments](#)

Attach new file:

No file chosen



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](#)
Groups/Spaces: [Passante Lab](#)
Primary Contact: [Joseph Passante](#)
Compliance Liaison: [Kimberly Brown](#)
[Maureen Malachowski](#)
[Gwenn Allen](#)
Inspection Type: Self Inspection
Inspected By: [Gwenn Allen](#)

Findings:
None

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...
[Search box] 20

- [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**