



The University of Vermont

Welcome, Tom Kellogg
[Home](#) | [Support](#) | [Logout](#)

PI Guidance for Lab Set-up in SciShield



The University of Vermont

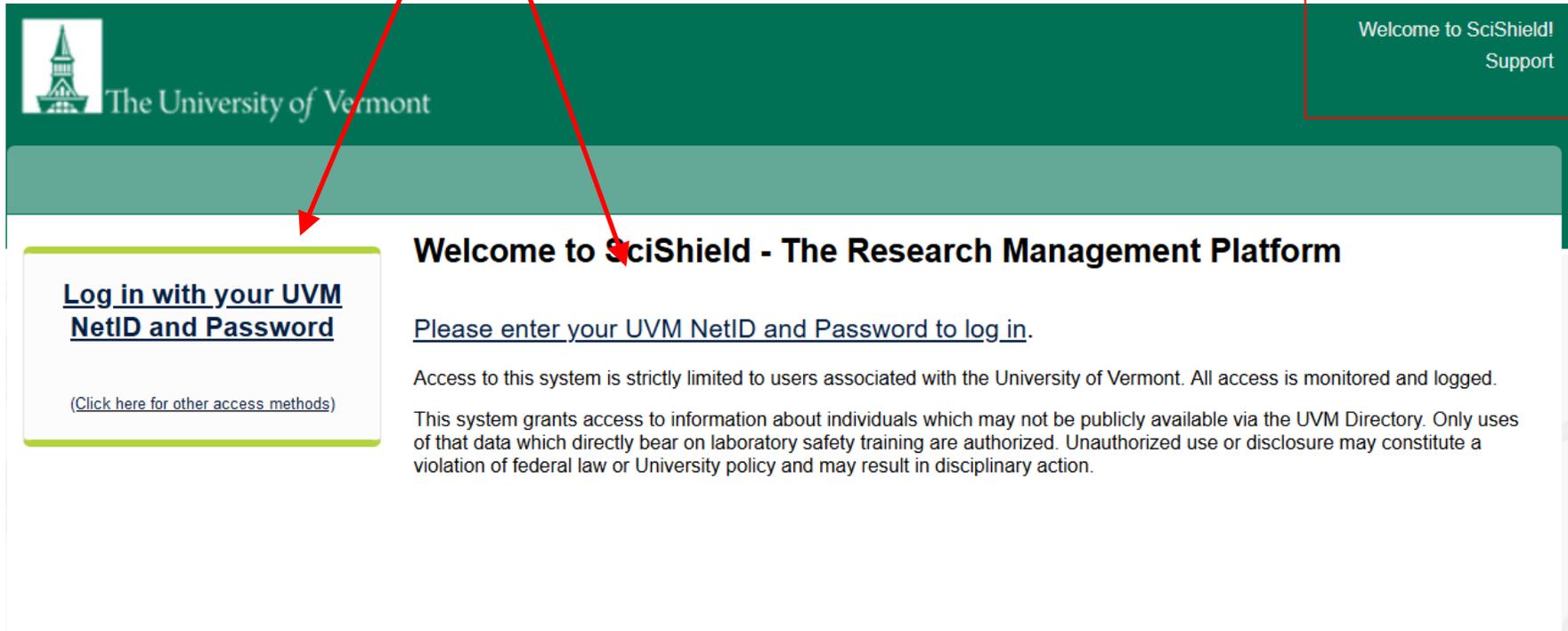
Environmental Health & Safety • safety@uvm.edu

Definition of terms used in SciShield

- Lab Profile: Lab profile shows summary of basic information you enter during initial lab set-up. Provides tabs to review/edit your group information such as lab members, chemical inventory, equipment, etc.
- Lab/Laboratory: Refers to a group working under a Principal Investigator (PI) or another faculty member. SciShield uses the last name of the PI to indicate the name of a lab group. Example: Martin Lab, Gonzales Lab, etc. “Lab” will also be used to identify non-lab groups that use ChemTracker for chemical inventory management.
- Location: This is the building name and number.
- Space: This is the room number.

Go to <https://uvm.SciShield.com> and use either of these links to login and access your SciShield Profile.

Enter your UVM NetID and password.



The screenshot shows the SciShield login interface. At the top left is the University of Vermont logo and name. A dark green header contains the text "Welcome to SciShield! Support". Below this is a light green bar. The main content area has a white background with a green-bordered box on the left containing the text "Log in with your UVM NetID and Password" and a link "(Click here for other access methods)". The main heading is "Welcome to SciShield - The Research Management Platform". Below the heading is a link "Please enter your UVM NetID and Password to log in." and a paragraph of text: "Access to this system is strictly limited to users associated with the University of Vermont. All access is monitored and logged. This system grants access to information about individuals which may not be publicly available via the UVM Directory. Only uses of that data which directly bear on laboratory safety training are authorized. Unauthorized use or disclosure may constitute a violation of federal law or University policy and may result in disciplinary action." Two red arrows point from the top text box to the "Log in with your UVM NetID and Password" link and the "Please enter your UVM NetID and Password to log in." link.

The University of Vermont

Welcome to SciShield!
Support

Log in with your UVM NetID and Password

[\(Click here for other access methods\)](#)

Welcome to SciShield - The Research Management Platform

[Please enter your UVM NetID and Password to log in.](#)

Access to this system is strictly limited to users associated with the University of Vermont. All access is monitored and logged.

This system grants access to information about individuals which may not be publicly available via the UVM Directory. Only uses of that data which directly bear on laboratory safety training are authorized. Unauthorized use or disclosure may constitute a violation of federal law or University policy and may result in disciplinary action.



Click here
to set-up
your lab
profile

Setup Steps

The following item(s) require your attention. If you have any trouble or need help, please [Contact Us](#).

Test Lab Setup

- [General Setup Wizard](#) Not Complete!

Skip Setup

If you see this page instead of the one above, then that means EH&S has not added your lab to SciShield. Please contact safety@uvm.edu to have your lab added.

- + Research Tools
- + Equipment
- My Account
 - » My Profile
 - » Messaging
 - » Log out

Welcome to BioRAFT

 Please note: According to our records you are not a member of a research laboratory at this institution. This does not prevent you from using this online system, but it may limit the amount of functionality that you see. If you believe our records are in error, please contact EHS, your Principal Investigator or a lab manager and ask them to add you as a lab member in BioRAFT. If you need help, click the [Contact Us](#) link at the bottom of the page.

If you are in a lab or other group that permits self-registration, please [self-register](#) now.

Announcements

There are no recent announcements

[View All Announcements](#)

Compliance E-Mail Inbox

No Messages Received

[View Entire Inbox](#)



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](#)



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 Contact Information

Enter the basic contact information for your laboratory.

Building: *
<Select>

Room Number: *
Enter the lab's primary room number.

Mail Code:

Phone 1: *
Enter the laboratory's primary contact number. Please use the format XXX-XXX-XXXX.

Phone 2:
Enter the laboratory's secondary contact number. Please use the format XXX-XXX-XXXX.

Fax:

Website:
If applicable, enter website address here. Please use the format http://www.example.com/

Emergency Shutdown Status: *
- Please choose -
- Please choose -
Not Indicated
Core/Minimal Maintenance Operations
Operations Suspended
Research Operations Ongoing

If your lab and office are in different buildings, please select your lab building from the drop-down menu.

This room number could be the PI's office number or a primary lab room number. This room number is for contact information only. DO NOT list multiple room numbers here (all lab spaces will be displayed in your lab profile once set-up is complete).

Please select "Not indicated"



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

Enter Lab's Category and Research Focus

The *Laboratory* has been updated.

Lab Category

From the following, please select all that apply to your lab. A lab category is a way of summarizing the types of activities performed by your laboratory.

Please hover your mouse over the question mark symbol for each category for a definition.

- Art Group ?
- Clinical Lab ?
- Computational and/or Theoretical Lab ?
- Electronics Lab ?
- Research Lab ?
- Research Support ?
- Shared Facility ?
- Teaching Lab ?

- No Categories ?

As part of the laboratory registration process we ask you to enter a brief description of your overall research focuses & goals.

Research Focus [\[Example\]](#)

Submit

Check all that apply to your lab group. Hover your mouse over the blue bubble next to each category for the explanation/definition.



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

Complete Lab Hazard Assessment

For each category below, please select the hazards to which lab personnel may be exposed and activities they will perform, **regardless of the location in which they are working.**

After completing this wizard, you will have the ability to change your lab's hazards at any time. If you have questions about which hazards apply to your lab, please complete this form and then contact EHS with any questions you have.

Biological:

- Animal blood, body fluids, and/or tissues
- Animal inhalation anesthetics
- Biological materials
- Human blood, body fluids, tissues, and/or bloodborne pathogens
- Infectious proteins
- Live animals
- Plant research
- Recombinant and/or synthetic nucleic acids
- Select Agent pathogenic microorganisms

Chemical:

- Any hazardous chemicals
- Carcinogens
- Corrosive liquids
- Engineered nanomaterials
- Environmental hazards
- Flammable chemicals
- Generates hazardous waste
- Hazardous compressed gases
- Hazardous drugs
- Highly toxic chemicals
- Irritants

Complete and submit a hazard assessment for your lab group. Select all that apply.

If your lab space is shared with other PI's, please complete the hazard assessment **only** for your materials and equipment.



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 Members

Your Laboratory Hazards have been updated. Please re-confirm member job activities, as your defaults may have changed due to new hazards.

On this screen, please enter the names of the personnel in your group. For each person please indicate what their designation is and what permissions you would like them to have within your group. This information is important for determining access controls inside of BioRAFT.

Name	Email	Designation	
Test, EH&S	respirators@umass.edu	Principal Investigator	Edit

[Definitions and Policies](#)

Add a member

Name:

(temporary account) Test PI
(temporary account) EH&S Test
Select

Lookup / Add

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. Please only click Add Once. Thank you for your patience.

Done Adding Members

If the individual you are looking for is not in the directory, please e-mail safety@uvm.edu



General Setup Wizard

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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 Members

Your Laboratory Hazards have been updated. Please re-confirm member job activities, as your defaults may have changed due to new hazards.

On this screen, please enter the names of the personnel in your group. For each person please indicate what their designation is and what permissions you would like them to have within your group. This information is important for determining access controls inside of BioRAFT.

Name	Email	Designation	
Test, EH&S	respirators@umass.edu	Principal Investigator	Edit

[Definitions and Policies](#)

Add a member

Name:

PI te

Designation:

- Select
- Select
- Co-Investigator
- Research Assistant
- Research Assistant Professor
- Instructor
- Research Fellow
- Post Doctorate Fellow
- Senior Research Associate
- Research Associate
- Visiting Researcher
- Lab Manager
- Lab Coordinator
- Staff Scientist
- Assistant Scientist
- Technician
- Graduate Student
- Undergraduate Student
- Summer Intern/Student
- Lab Office Staff
- Unknown

Secure directory lookup against personnel databases and may take over 30 seconds to complete. Thank you for your patience.

Select a designation from the drop-down menu.



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 Members

'PI, Test' has been added to this group.

These changes may take up to five minutes to take effect throughout the system.

On this screen, please enter the names of the personnel in your group. For each person please indicate what their designation is and what permissions you would like them to have within your group. This information is important for determining access controls inside of BioRAFT.



Name	Email	Designation	
Test, EH&S	respirators@umass.edu	Principal Investigator	Edit
PI, Test	assessments@umass.edu	Instructor	Edit Remove

[Definitions and Policies](#)

Add a member

Name:

Designation:

Select

Lookup / Add

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. Please only click Add Once. Thank you for your patience.

Done Adding Members

View/edit/remove your lab members here.

When all members have been added, click on Done Adding Members.



Configure Activities

These changes may take up to five minutes to take effect throughout the system.

Please confirm the type of activities each group member performs. This information is important for auditing training requirements inside of BioRAFT

Biological Animals Chemical Radiological Physical Facilities General

Name	Exposed to Bloodborne Pathogens or Human Source Materials	Ships Biological/Infectious Materials	Works with Biological Materials	Works with Biosafety Level 2 Materials	Works with Biosafety Level 2+ Materials	Works with Biosafe Level 3 Material
Select for all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test, EH&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PI, Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit

Use the different hazard tabs for Biological/Animals/Chemical... etc. to navigate through the list of activities.

Check mark the activities each lab member will perform, using the slider at the bottom to view all activities.



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 Setup Complete

The roles/activities for this group have been updated.

Thank you for entering your general laboratory information. This information is now stored and available to you and your departmental oversight officers and committees. As your research projects and laboratory staff changes, please login to BioRAFT and update this information.

Please click Continue to proceed. You will be directed back to the Setup Steps if you have more to do, or to your BioRAFT main page. You may click 'logout' to exit the system at any time.

[Continue](#)

This completes your lab profile set-up. You may use the menu on the left to revisit any part of the set-up. Click Continue to proceed to view your lab profile.



Welcome to BioRAFT

- Test Lab
 - » View Lab Profile
 - » Compliance Dashboard
 - » Manage Members
 - » Send Lab Message
 - » Self Inspections
 - » Manage Lab Forms
- + Research Tools
- + Equipment
- + My Account

Announcements

There are no recent announcements

[View All Announcements](#)

You will see this screen every time you login to SciShield after your initial set-up is complete.

Compliance E-Mail Inbox

05/26/2020 [Lab Inspection Report - 05/26/2020](#)

05/26/2020 [Temporary Account granted for re...](#)

[View Entire Inbox](#)

Compliance Summary for Test Lab

Equipment: 

[View Dashboard](#)

ObservNow

See a safety concern?
Click to report it.



Click on **View Lab Profile** to review/verify your lab group information and the spaces attached to your lab profile.



Summary | Spaces | Documents | Forms | Equipment | Lab Inspections | Self Inspections

— Test Lab

- » View Lab Profile
- » Compliance Dashboard
- » Manage Members
- » Send Lab Message
- » Self Inspections
- » Manage Lab Forms

- + Research Tools
- + Equipment
- + My Account

Test Lab

Contact Info

Principal Investigator: [EH&S Test](#)
Department: EH&S
Building: Draper Hall
Room Number: 122
Mail Code:
Phone 1: 413-687-4137
Phone 2:
Fax Number:

Research Focus

There is no focus filled out.

Lab Categories: Research Support

Major Hazard Categories: Chemical

Hazards Last Certified by PI: 05/26/2020

Lab Status: Active

Emergency Shutdown Status: Not Indicated

Click through each tab (e.g., “Spaces”, “Documents”, etc.) to verify information is correct. Items under each tab will be populated by EH&S as appropriate. If desired, additional items may be added for lab use. If any information is not correct, contact EH&S at safety@uvm.edu.



Click "Members" tab on the Lab Profile page to edit/add Members

View | Edit | Dashboard | **Members**

- + Test Lab
- + Research Tools
- + Equipment
- + My Account

Members | Manage Job Activities | Members History

Test Lab Members

Last Confirmed: 05/26/2020

Name	Email	Designation	
Test_EH&S	respirators@umass.edu	Principal Investigator	Edit
PI_Test	assessments@umass.edu	Instructor	Edit Remove

Click "edit" to add/change Job Activities assigned to each Member.

[Confirm List](#)

[Definitions and Policies](#)

Add a member

Name:

Designation:

Checking "Lab Safety Officer" allows that member to respond to lab assessments (otherwise, only the PI can respond).

Optional Access in BioRAFT

- Edit Basic Group Information
- Edit Group Equipment Inventory
- Lab Safety Officer