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.

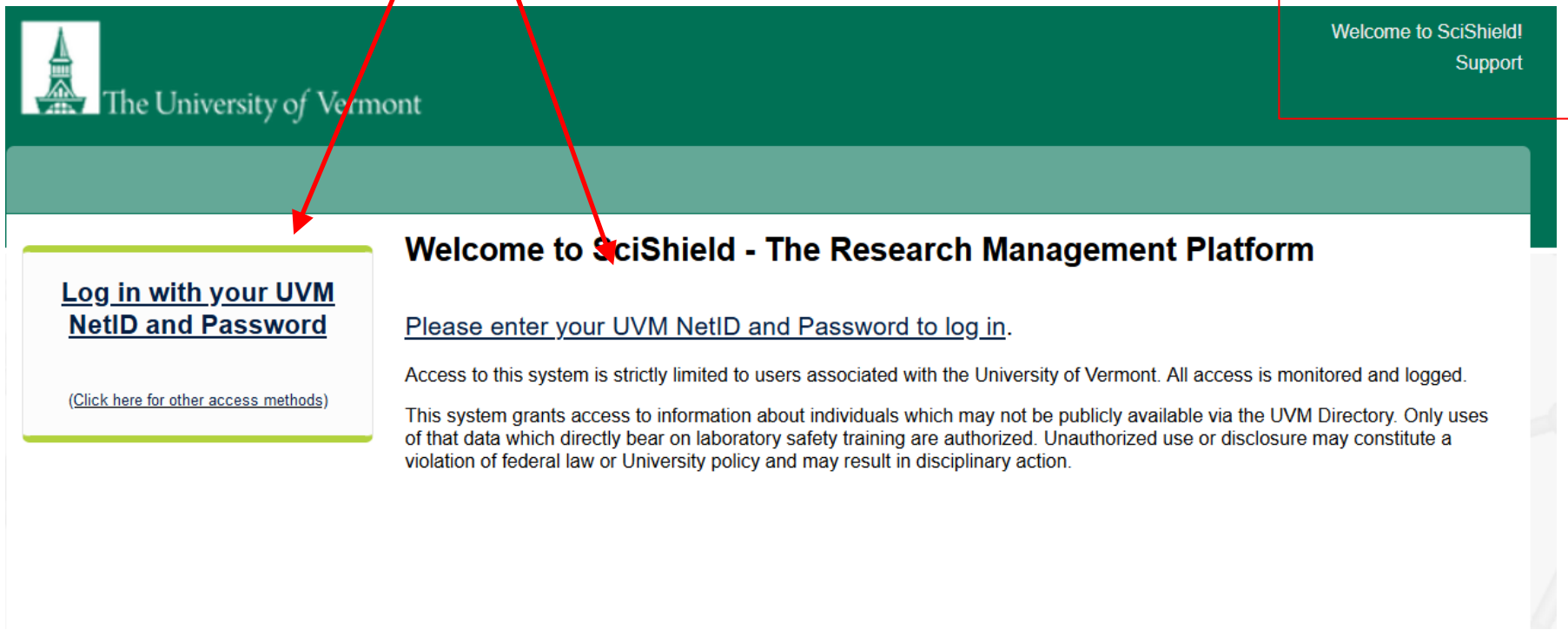
- Lab/Laboratory: Refers to a group working under a Principal Investigator (PI) or another faculty member. SciShield uses the last name of the PI to indicate the name of a lab group. Example: Martin Lab, Gonzales Lab, etc. “Lab” will also be used to identify non-lab groups that use ChemTracker for chemical inventory management.

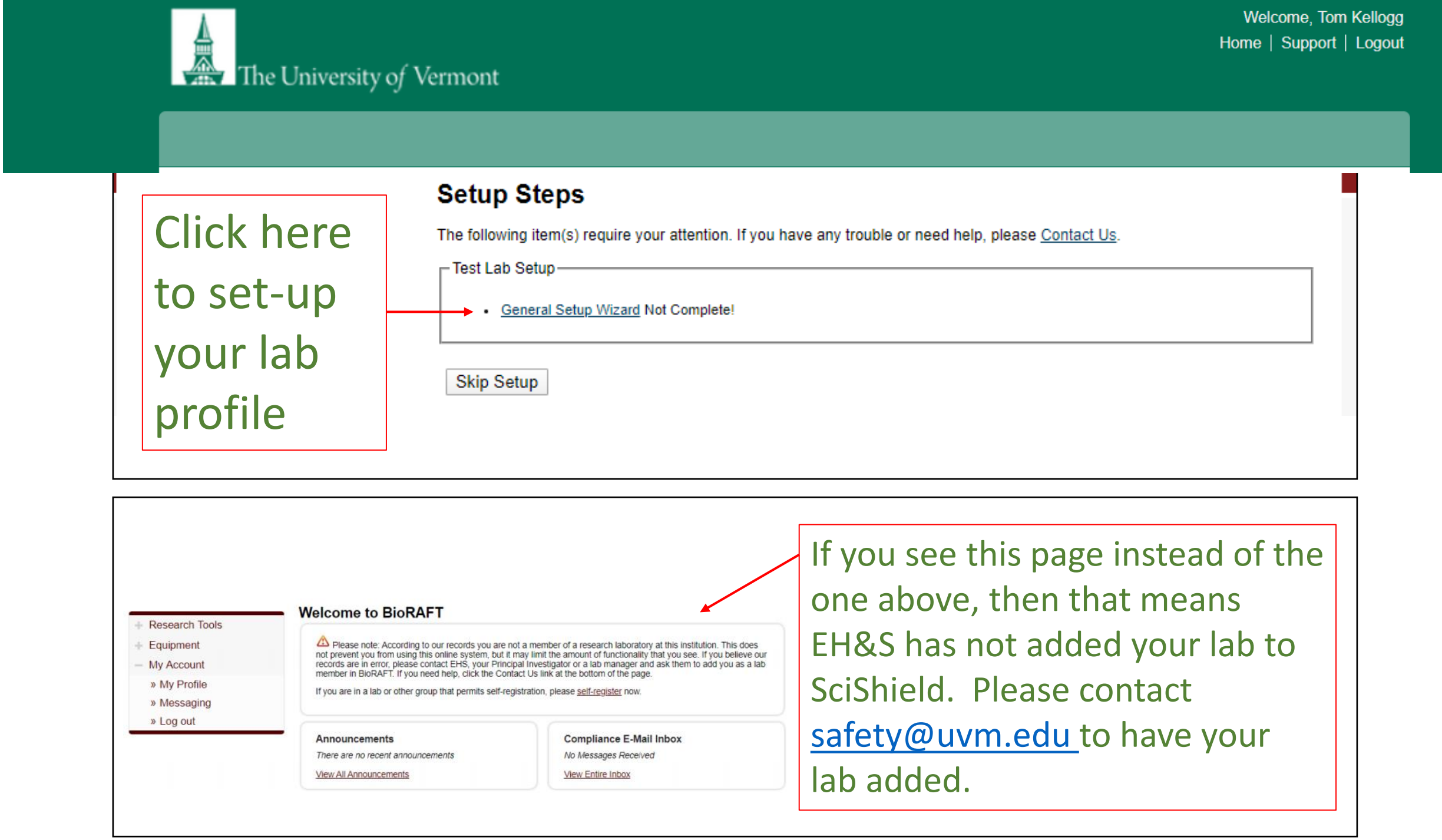
- Location: This is the building name and number.

- 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 University of Vermont
Welcome, Tom Kellogg
Home | Support | Logout
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
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
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.

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

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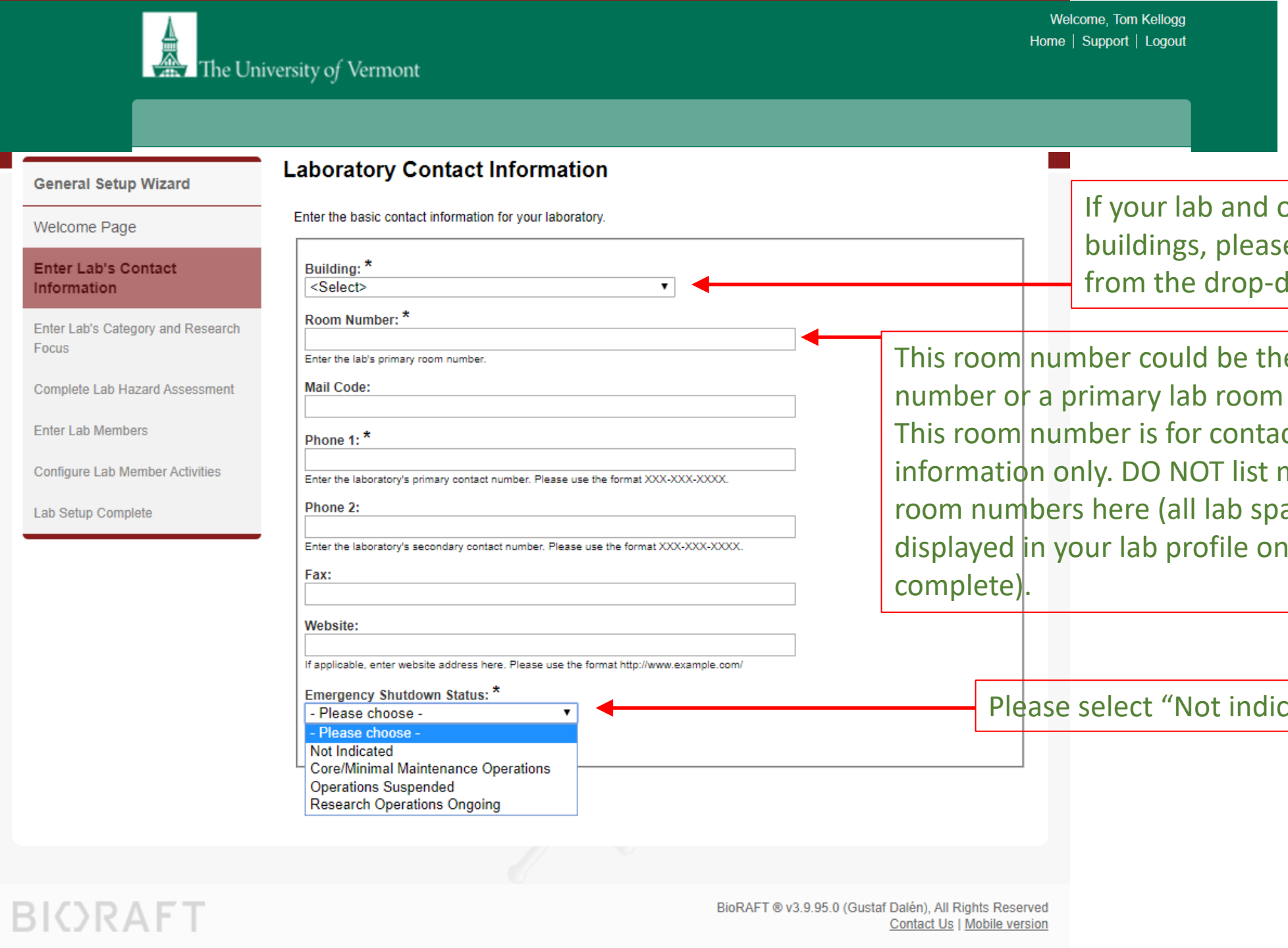


If your lab and office are in different buildings, please select your lab building from the drop-down menu.

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"

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:

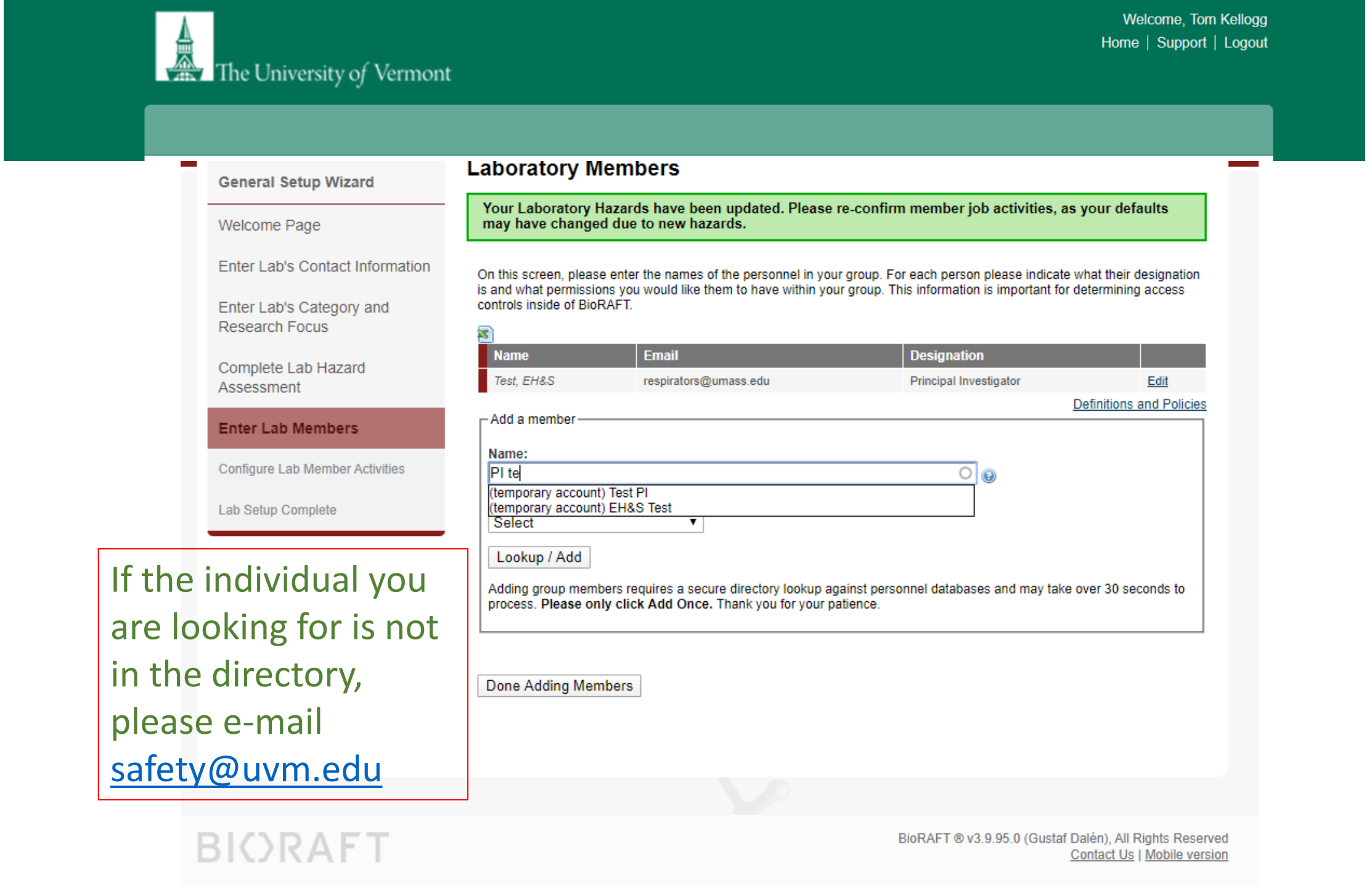
- ☐ Animal blood, body fluids, and/or tissues
- ☐ Animal inhalation anesthetics
- ☐ Biological materials
- ☐ Human blood, body fluids, tissues, and/or bloodborne pathogens
- ☐ Infectious proteins
- ☐ Live animals
- ☐ Plant research
- ☐ Recombinant and/or synthetic nucleic acids
- ☐ Select Agent pathogenic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

Chemical:

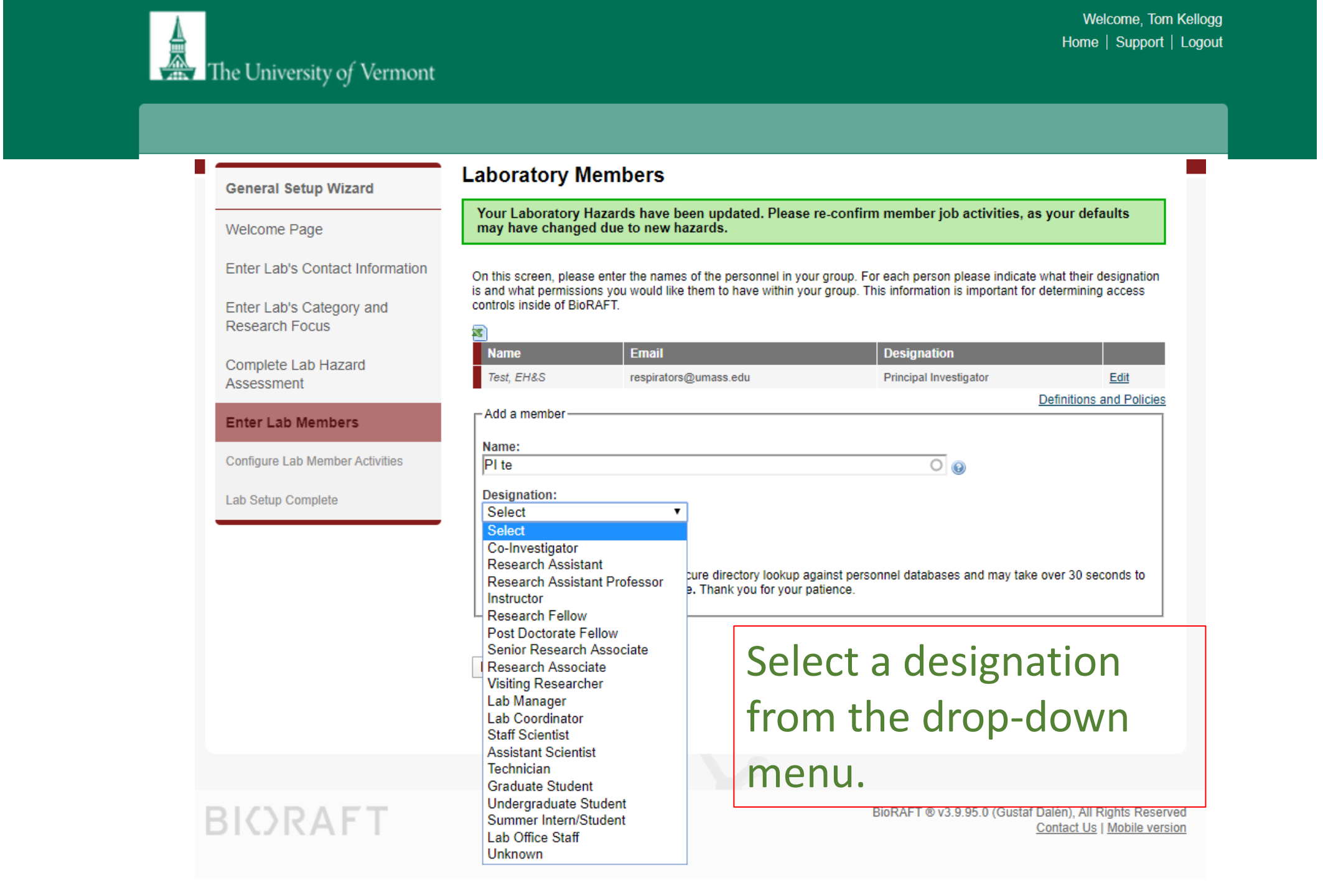
- ☐ Any hazardous chemicals
- ☐ Carcinogens
- ☐ Corrosive liquids
- ☐ Engineered nanomaterials
- ☐ Environmental hazards
- ☐ Flammable chemicals
- ☐ Generates hazardous waste
- ☐ Hazardous compressed gases
- ☐ Hazardous drugs
- ☐ Highly toxic chemicals
- ☐ Irritants

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.



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


The University of Vermont
Welcome, Tom Kellogg
Home | 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 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
cure directory lookup against personnel databases and may take over 30 seconds to
e. Thank you for your patience.
Select a designation from the drop-down menu.
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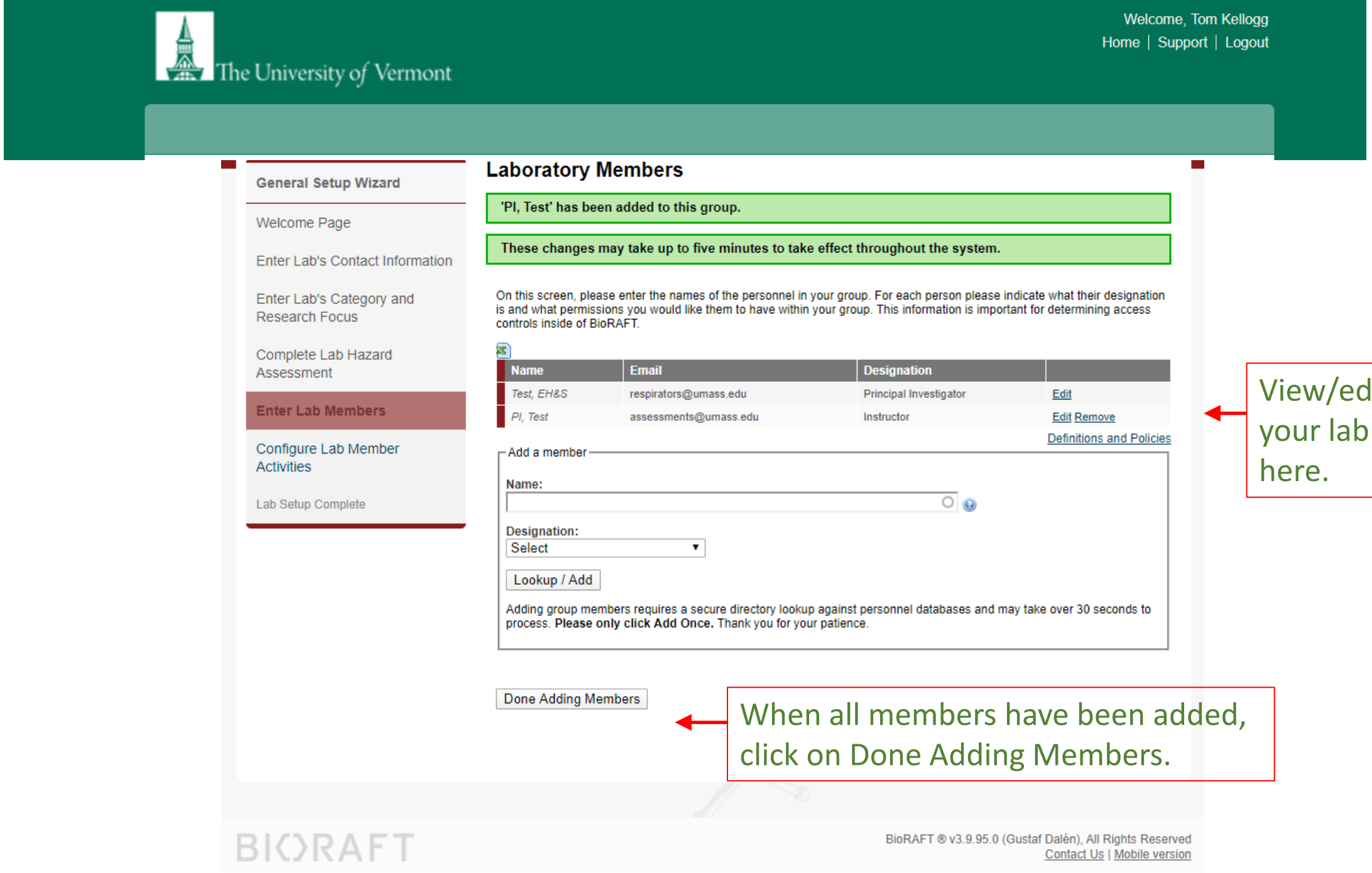
The University of Vermont
Welcome, Tom Kellogg
Home | Support | Logout
General Setup Wizard
Welcome Page
Enter Lab's Contact Information
Enter Lab's Category and Research Focus
Complete Lab Hazard Assessment
Enter Lab Members
Configure Lab Member Activities
Lab Setup Complete
Laboratory Members
'PI, 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.
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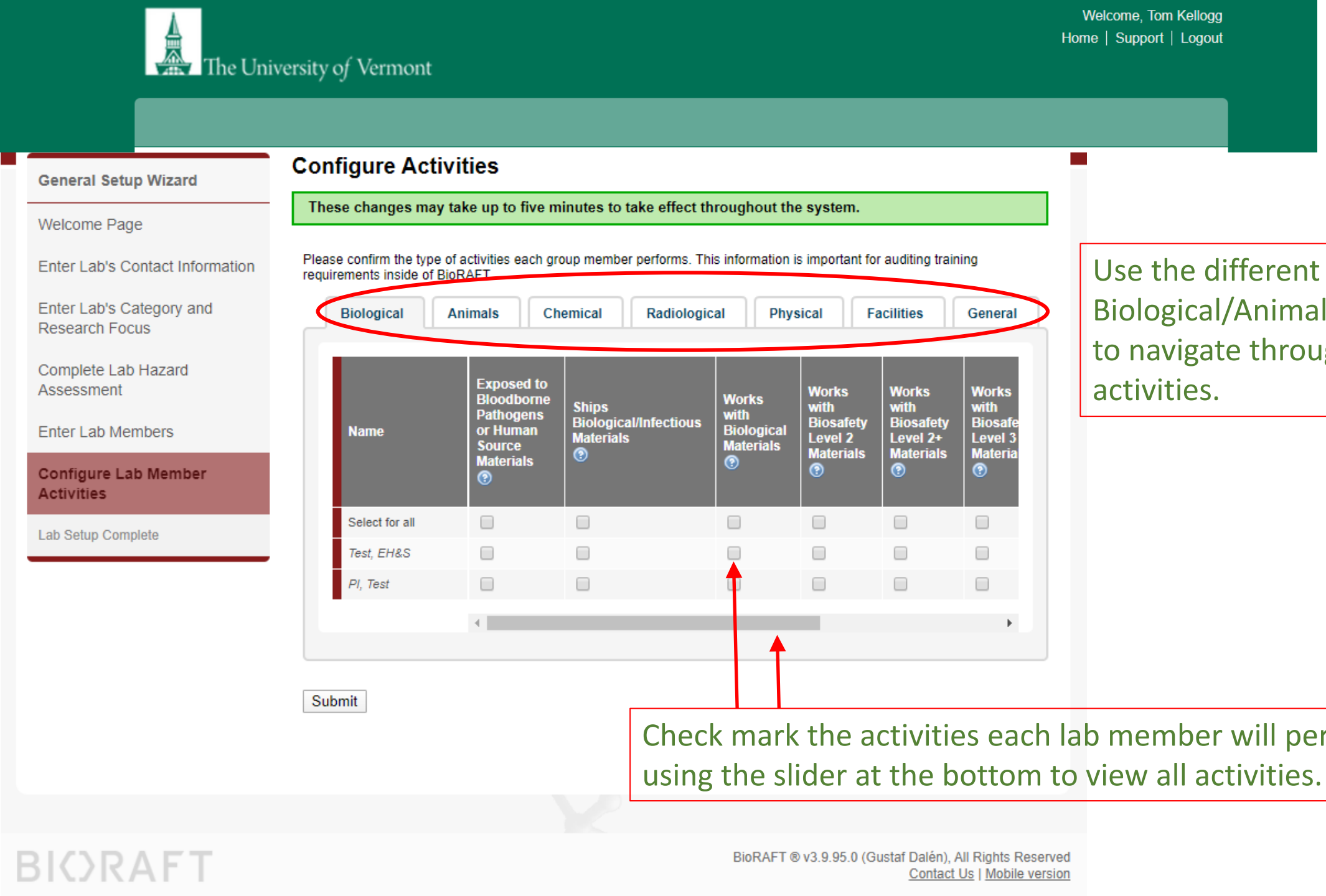

Use the different hazard tabs for Biological/Animals/Chemical… etc. to navigate through the list of activities.

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

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Welcome, Tom Kellogg
Home | Support | Logout

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- 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.

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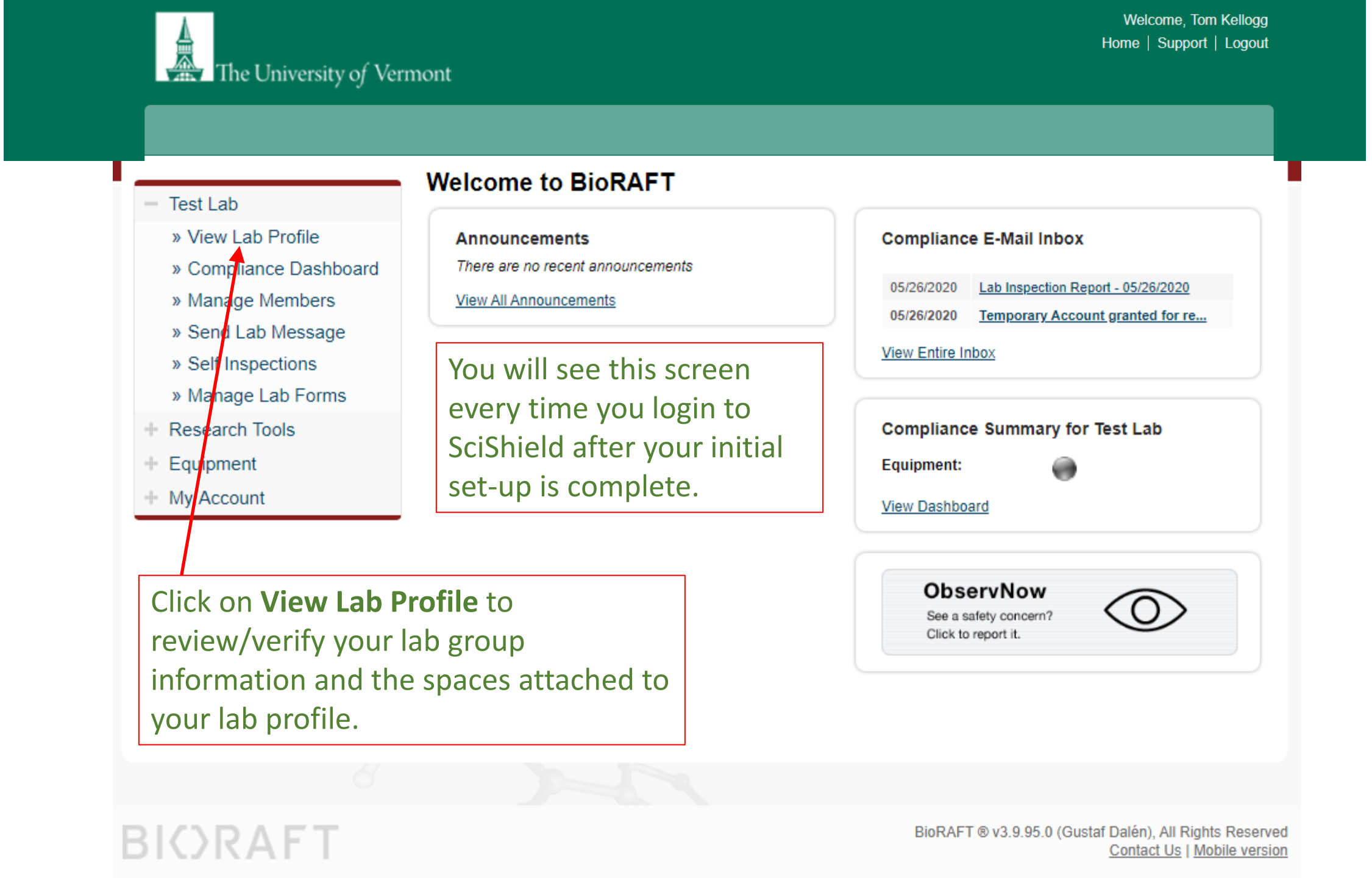
The University of Vermont
Welcome, Tom Kellogg
Home | Support | Logout
Test Lab
» View Lab Profile
» Compliance Dashboard
» Manage Members
» Send Lab Message
» Self Inspections
» Manage Lab Forms
Research Tools
Equipment
My Account
Welcome to BioRAFT
Announcements
There are no recent announcements
View All Announcements
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.
You will see this screen every time you login to SciShield after your initial set-up is complete.
Click on View Lab Profile to review/verify your lab group information and the spaces attached to your lab profile.
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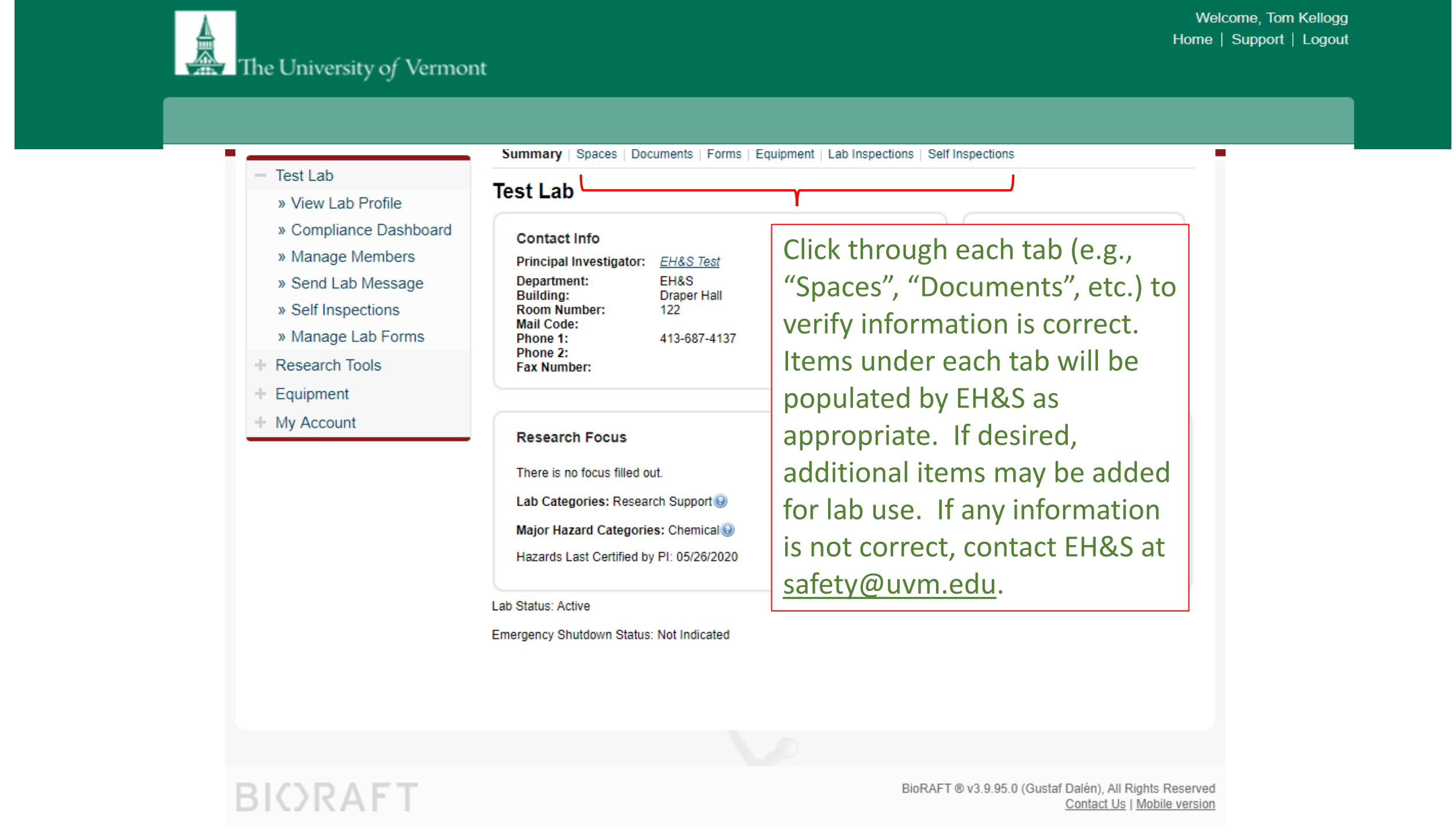
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Test Lab
» View Lab Profile
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» Manage Lab Forms
Research Tools
Equipment
My Account
Summary | Spaces | Documents | Forms | Equipment | Lab Inspections | Self Inspections
Test Lab
Contact Info
Principal 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.
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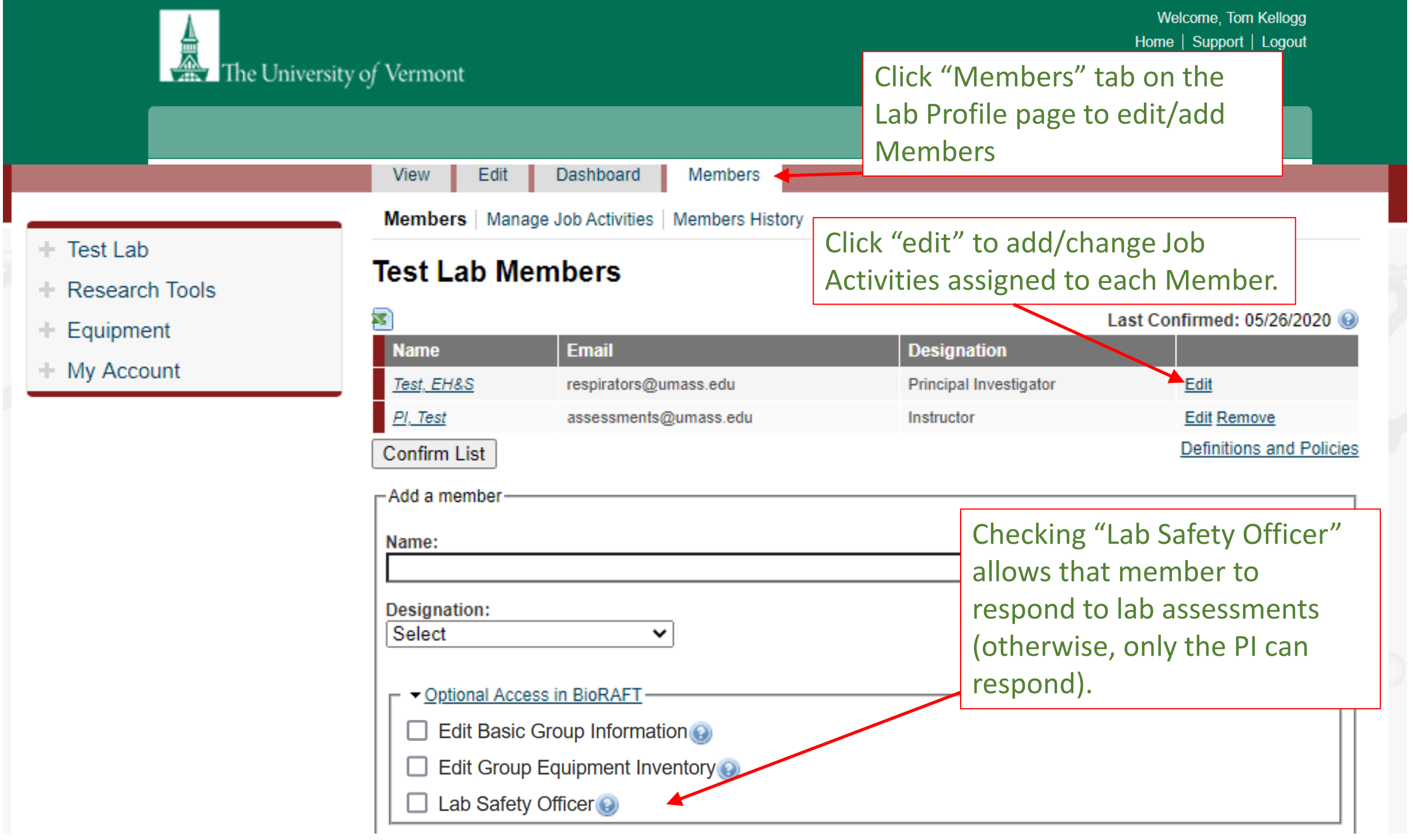
The University of Vermont
Welcome, Tom Kellogg
Home | Support | Logout
Click “Members” tab on the Lab Profile page to edit/add Members
View
Edit
Dashboard
Members
Test Lab
Research Tools
Equipment
My Account
Members | Manage Job Activities | Members History
Test Lab Members
Click “edit” to add/change Job Activities assigned to each Member.
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
Confirm List
Definitions and Policies
Add a member
Name:
Designation:
Select
Optional Access in BioRAFT
Edit Basic Group Information
Edit Group Equipment Inventory
Lab Safety Officer
Checking “Lab Safety Officer” allows that member to respond to lab assessments (otherwise, only the PI can respond).