UKY BioRaft
PI Help Guide

Go to https://uky.bioraft.com
UKY BioRaft Lab Audits

Beginning Spring 2019...

The following UK EHS departments will transition their research safety inspections into the UKY BioRaft System:

- Biological Safety
- Environmental Management
- Occupational Health and Safety
- Radiation Safety

Researchers’ safety audit data and compliance will be unified into one management system.

BioRaft was established in 2003 to provide enterprise safety and compliance solutions to scientific research organizations.
Accessing the Software

Go to https://uky.bioraft.com

- Professional and intuitive user interface
- Secure web-based interface using Safari, Chrome, IE, FF
- Smoother, more organized communication between UK EHS Departments and researchers

Log in with your UK linkblue ID and password.

Access laboratory information from anywhere with an internet connection – even on your mobile device.
Setting up the lab

New to the System?

If you have not yet set up your lab, you will see a prompt for the General Lab Setup. Click “General Setup Wizard” to begin the Laboratory Registration Wizard.

Recent announcements and messages concerning your work in the UKY BioRaft system will be displayed on the home page when you log in.
Setting up the lab

Laboratory Registration Wizard

The wizard will prompt you to enter the basic contact information for your laboratory.

Would you like to assign this duty to a lab member?

At this point, you may delegate someone else in your lab to complete the Laboratory Registration Wizard by clicking “Delegate Now.”
Setting up the lab

Laboratory Registration Wizard

The wizard will guide you through entering the following laboratory information:

- Contact Information
- Category and Research Focus
- Hazard Assessment
- Members
  - For each lab member, you will indicate the activities they perform in your lab.

Most list items, such as lab members have been prepopulated in the system and need only to be selected. To use a quick search box (as shown below) simply begin to type part of the word you are searching.
Lab Inspections

Email Notifications

If your lab has been audited by UK EHS, you will receive an email notification with hyperlink to access the recent inspection.

Safety Liaisons

A Safety Liaison in UKY BioRaft is a lab member that you authorize to be able to do the following:

- Update lab information
- Update lab members
- Receive system emails and notifications
- Respond to EHS lab inspections

If you authorize a member in your lab to be your safety liaison, you can share this information with them by sending them an email notification with a hyperlink to log in and access the recent inspection report.
Accessing Recent Inspections

Group Inspection Log

To view all recent inspections performed on your Lab, visit your Lab’s inspection log. To do so, view your Lab Profile, and click on the “Lab Inspections” link.

To review your lab’s safety inspection history select the “Compliance Dashboard”.

Environmental Health & Safety
Viewing an Inspection Report

Click “View” on the Group Inspection Log

From the inspection log, you can also view the findings that were identified during inspections of your lab locations in the previous 18 months by UK EHS.

The Report Identifies the Spaces Inspected
Responding to an Inspection

Inspection Status

The current status of the inspection report indicates whether any follow-up is required.

- “Pending Resolution” - Follow-up action and response is required.
- “Finalized” - No action required.

The “Findings” box provides a summary of the items identified in the inspection. A red exclamation point will appear next to any findings that have been identified in the last 18 months.
Responding to an Inspection

Inspection Correspondence

Log in to BioRAFT to respond to Inspection Report.
✓ You will be guided through those items requiring action and/or written response.
✓ Responses to an are tracked in the “Correspondence” section.

You will receive an e-mail to your institutional e-mail inbox when correspondence is generated. To ensure that you will receive emails please add support@bioraft.com to your safe senders list. Initial emails can be filters into Junk Mail folders.

An inspection has been performed on 11/2 East Maxwell St - 2B1 Rouse Lab. Please use the link below to confirm receipt of the inspection report.
https://na01.safelinks.protection.outlook.com
Responding to an Inspection

Finding Comments and Corrective Actions

The corrective action text and comments added by your inspector will help to provide details about the item identified. Where applicable, your inspector will indicate which group spaces the item was found in, or attach any relevant documents or photos.

Still have questions?
Getting error messages?
Can’t find the people or locations you're looking for in UKY BioRaft?

Contact the UKY EHS BioRaft Working Group directly at bioraft@uky.edu