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BioRAFT ChemTracker Module Introduction

The BioRAFT ChemTracker module provides a method for tracking chemical inventory with connection to a central chemical database. New features will be available in the module throughout 2018 as functionality from the previous version of ChemTracker is built in.

About This Guide

The screenshots on this Quick Start Guide are representative of a general BioRAFT site. Each BioRAFT site may differ in terms of specific modules enabled and IT integrations. For specific questions about your institution’s instance of BioRAFT, please contact your institution safety and compliance team.

Setting Up Your Lab/Group

To begin, please login with your institution’s email username and password.
If you have not yet set up your lab, you will see a prompt for the General Lab Setup. If this prompt is missing, please contact your institution safety and compliance team for assistance in getting your lab added to BioRAFT.

**Setup Steps**

The following item(s) require your attention. If you have any trouble or need help, please contact us at support@biraft.com.

**Missing Lab Setup**

- General Setup Wizard Not Complete!

Click “General Setup Wizard” to begin the Laboratory Registration Wizard.

**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. Names and designations of the members of your laboratory
3. Job activities of each member to describe their training requirements
4. A general description of your laboratory's research focus

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.

The wizard will prompt you to enter the basic contact information for your laboratory. Some of this data may be pre-populated.
Enter your laboratory’s Category, a summary of the activities performed by your laboratory, and Research Focus, a short description of your research. Press “Submit” when finished.
Complete the Hazard Assessment for your laboratory. Select the hazards that any member of your laboratory may be exposed to.
On the Laboratory Members page, add your Lab members by typing in their names. BioRAFT will match what you type with your institution’s user directory. Designate each member’s role in your laboratory.

Finally, click on “Lookup/Add”. When you have entered all of your lab members, click “Done Adding Members”.

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.
The next step is configuring job activities, the activities your lab members perform.

The job activities are sorted by category in the tabs. Once you have selected the activities for each lab member, click “Submit”.

Submit
Congratulations! Your Laboratory Setup is 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
Managing Laboratory Chemical Inventory

Viewing Chemical Inventory

From the BioRAFT homepage, open the left side menu to open information relevant to your lab. Click “ChemTracker” to view your current chemical inventory.

If the lab menu is missing, please contact your institution safety and compliance team for assistance in getting your lab added to BioRAFT.

Containers

This page displays every chemical container in your lab’s inventory.

Totals

This page adds up the total amount of each chemical in your laboratory’s inventory. The “Display Units” dropdown allows you to change the units for the table (i.e., display in grams).
Adding Inventory

To add new inventory, click “Add Inventory” from the ChemTracker page. Start typing the chemical name or CAS number of the chemical you are adding to search the central database.
Select the chemical that you are adding a container of to your inventory. From the “Location (space)” dropdown, select the space where this container will be stored. If the space you are looking for is not listed, please contact your institution safety and compliance team to get your lab added to the space.

If using barcodes, the barcode number would be entered in the “Unique Container ID” field. Otherwise, this field may be left blank, where the system auto-generates a unique ID number.

The “Additional Details” section may be used if there is more information needed to track for the chemical container.
Providing Inventory Edit Permissions to Laboratory Members

By default, lab members can view their lab’s ChemTracker inventory. As a PI of a lab in BioRAFT, you can give out the permission to edit your lab’s inventory.

Giving ChemTracker Edit Permission

Go to the “Members” tab of your laboratory.
Click “Edit” next to the laboratory member who needs access to edit your laboratory’s ChemTracker inventory. Select “Manage Group ChemTracker Inventory” and click save to apply this permission.

Adding a New Laboratory Member with ChemTracker Edit Permissions

Go to the “Members” tab of your laboratory. Enter the person’s name to find him or her in the directory. From there, select “Manage Group ChemTracker Inventory” in the “Optional Access in BioRAFT” section. Select the appropriate Job Activities and click “Lookup/Add” to add this person to your laboratory.