

## Uploading your Chemical Hygiene Plan to BioRAFT

1. Login to BioRAFT: <https://northeastern.bioraft.com/>
2. From your Laboratory Profile homepage, select the documents section, at the top of your screen.

View | **Documents** | ChemTracker | Dashboard | Members | Training | Waste

View | Spaces | Documents | Forms | Notes | Equipment | Lab Inspections | Self Inspections | Correspondence

### Saravo Lab




**Emergency Shutdown Status: Operations Suspended**

**Contact Info**

**Principal Investigator:** [Evan Douglas Saravo](#)  
**Group Compliance Liaison:** [Ashley Ghaw](#)  
[Christina Ann Kasauskas](#)  
[Charles David Saravo](#)

**Department:** Environmental Health and Safety  
**Building:** Renaissance Park  
**Room Number:** 320  
**Mail Code:**  
**Phone 1:** 617-373-4015  
**Phone 2:**  
**Fax Number:**

**Compliance Summary**

**Biological:**   
**Training:**   
**Equipment:** 

[View Dashboard](#)

3. The next page is your documents homepage. This is the location where you can save documents for your research group. To upload the chemical hygiene plan select “Attach a New Document” at the bottom of the page.

### Saravo Lab Documents

File Type:  Classification:

File Name	File Type	Description	Date uploaded	Submitted By		
There are currently no files attached to this Laboratory --						

[Attach a New Document](#)

4. Next select:

- a. Policy/Procedure for “File Type”
- b. Chem under “Classification”
- c. Attach a downloaded copy of the Chemical Hygiene Plan. A downloadable copy of the NU Chemical Hygiene Plan can be accessed at:  
<https://www.northeastern.edu/ehs/ehs-programs/laboratory-safety/chemical-hygiene/chemical-hygiene-plan/>
- d. Under “Description”, you can give the document a title that your lab members will understand.
- e. Click Submit

### Submit Document

▼ Categories

**File Type: \***  
Policy/Procedure ▼

**Classification:**

ARC

Bio

Chem

Rad

---

▼ File to attach

**Attach new file:**  
Choose File Laboratory-...an-2020.pdf

**Description:**  
Chemical Hygiene Plan-2020  
Enter a description of the document.

5. **Your Chemical Hygiene Plan has been uploaded!** Now your whole lab will be able to access this form easily. You can also upload other documents that can be referenced by your lab such as bio-registrations, standard operating procedures for highly hazardous chemicals, as well as many more.

### Saravo Lab Documents

File Type: <All> ▼      Classification: <All> ▼

File Name	File Type	Description	Date uploaded	Submitted By		
Hydrazine_SOP-Sar...138.pdf	Standard Operating Procedure	Hydrazine SOP	04/29/2020 - 11:43am	Saravo, Evan	Edit	Remove
Laboratory-Chemica...138.pdf	Policy/Procedure	Chemical Hygiene Plan-2020	04/29/2020 - 11:38am	Saravo, Evan	Edit	Remove

[Attach a New Document](#)