

BioRAFT Training Module: How to check for training delinquencies in your lab v.20200430

1. Login to BioRAFT: <http://www.northeastern.bioraft.com>
2. Click on your lab's dropdown menu and "view lab profile"

The screenshot shows the BioRAFT dashboard. On the left is a navigation menu with a search bar at the top. The menu items include: Research Management, Inspections, Hazardous Waste, HazMat Storage/Lab - EH..., Saravo Lab (expanded), View Lab Profile (circled in red), ChemTracker, Compliance Dashboard, Manage Members, Send Lab Message, Waste, Self Inspections, Manage Lab Forms, ChemTracker, Research Tools, Training, Equipment, and My Account. The main content area is titled 'Welcome to BioRAFT' and contains several sections: Announcements (with dates 03/16/2020, 01/30/2020, 01/16/2020, and 01/10/2020), Compliance E-Mail Inbox (with dates 04/16/2020, 04/15/2020, 04/01/2020, and 04/01/2020), Compliance Summary for HazMat Storage (with icons for Biological, Training, and Equipment), and Required Training (a table with 4 rows). The Required Training table has columns for Status, Course Name, and Renewal Date.

Status	Course Name	Renewal Date
✓	Biosafety Part II: Classroom Training	Never
✓	Laboratory Safety Refresher	01/06/2021
✓	Biosafety Online Refresher	03/31/2021
✓	Biosafety Part I	Never

3. On the lab profile page, select the "training" tab.

The screenshot shows the Saravo Lab profile page. At the top, there are tabs for View, Edit, ChemTracker, Dashboard, Members, Training (circled in red), and Waste. Below the tabs is a search bar and a list of menu items: Research Management, Inspections, and Hazardous Waste. The main content area is titled 'Saravo Lab' and features an 'Emergency Shutdown Status: Operations Suspended' banner. Below the banner are sections for 'Contact Info' and 'Compliance Summary'.

View Edit ChemTracker Dashboard Members Training Waste

Training | Training Records

Find Individual or Group Search

- Research Management
- Inspections
- Hazardous Waste
- HazMat Storage/Lab - EH...
- Saravo Lab
 - » View Lab Profile
 - » ChemTracker
 - » Compliance Dashboard
 - » Manage Members
 - » Send Lab Message
 - » Waste
 - » Self Inspections
 - » Manage Lab Forms
- ChemTracker
- Research Tools
- Training
- Equipment
- My Account

Saravo Lab Training

Training rule compliance

Listed below are the training rules this Laboratory must comply with along with both the number of users the rule applies to and the number of delinquencies there in.

Training Rule	Users	Delinquencies
Biosafety Training	3	0
Hazardous Waste Training	3	0
Laboratory Safety Program Orientation	4	1
Laboratory Safety Training	4	2
Laser Safety Training	3	0
Radiation Safety Training	3	0
Cryogenic Liquids & High Magnetic Field Safety Training	2	0

4. You can check the number of delinquencies in this column. This number represents the number of people who have not completed the specific training.

5. Click on to the training to determine who needs to take the training

Find Individual or Group Search

Laboratory Safety Program Orientation Report

Course Name: Overdue

Laboratory Safety Program Orientation is required for users with all job activities in Biological, Animal, Chemical, Radiological. In Physical: Collects/Handles Hazardous Waste, Works with Compressed Gases, Works with Cryogenics. In General: Works in Wet Laboratory Spaces

Training course	User	Email	Lab(s)	Date Taken	Expires
Laboratory Safety Program Orientation	Saravo, Charles	c.saravo@northeastern.edu	Saravo Lab	never	N/A

This will show who has not taken the specific training

Please Note: If you believe that you were assigned trainings that are not required, please contact your laboratory manager or principal investigator. If you are a lab manager or PI and would like assistance managing your BioRAFT job activities – the key to training assignments – then please contact labsafety@northeastern.edu.