

MEMORANDUM

DATE: August 12, 2019

TO: All Principle Investigators & Department Chairs

FROM: Michael Swan, Director Environmental Health & Safety (EHS)

RE: Support Needed for BioRAFT

The Rowan University Office of Environmental Health and Safety (EHS) is migrating management and tracking of chemical inventories, safety data sheets (SDS) and laboratory inspections to a new automated database called "**BioRAFT**." The main purpose of moving to this database or **BioRAFT** is to:

- Simplify chemical inventory maintenance & reporting requirements
- Eliminate manual reporting tasks involved with chemical inventories and SDS filing that can be tedious and time consuming (*emphasis on work smarter*).
- Allow researchers, chemical users and emergency personnel to easily search for chemicals and associated SDS when needed (by location, area, CAS#, product name, manufacturer name etc.).
- Provide an online data base or electronic copies of all campus wide chemicals (used or stored) that can be accessed even after hours or during emergencies.
- Online documentation and tracking of all needed lab or research based inspections. Inspection tools or internal university inspections to be provided.
- Maintenance of University required inspections and applicable regulatory compliance.

In order to be effective however, we need your help to support this effort and collect some basic information about your laboratory, the research personnel with whom you work with and the hazards to which they are exposed. This will help us ensure that all relevant laboratory inspections are scheduled and completed. Either you can enter this information, or you can identify a specific compliance liaison for your laboratory to do so (*note: the designated PI for that lab space will have to approve the data entered*). Identifying a laboratory compliance liaison at this stage will mean that future notification emails concerning your laboratory will also be sent to them.

To complete laboratory setup yourself, use your Rowan University login and password to log in to BioRAFT using the link seen below and by following the instructions on the website. Depending on the number of personnel in your laboratory you should expect this set up to take about 10 minutes.

BioRAFT LINK: <https://rowan.bioraft.com/>

To assign laboratory setup to your compliance liaison log in using your Rowan University login and password then added this individual to your lab. Be sure to check off any Optional Access that this individual will require. Aside from helping to keep the community safe and reduce accidents, this process is important for the University to maintain compliance with federal and state laws.

Thank you for your time and assistance and for helping to protect the University's research programs.

For questions or additional support, please contact EHS via email at EHS@rowan.edu or by phone at: 856.256.5105.