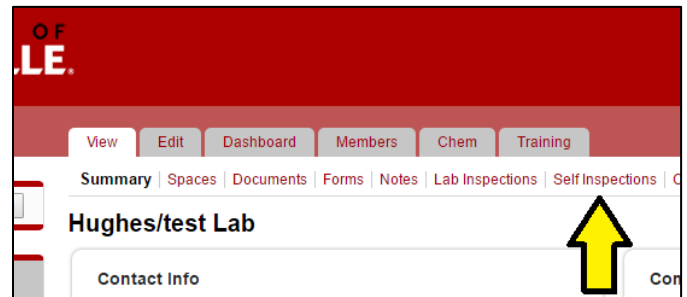# How to Perform a Self-Inspection in BioRAFT

University of Louisville Department of Environmental Health and Safety
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Step 1: Navigate to your lab profile by logging in at https://louisville.bioraft.com/ and clicking 'View Lab Profile.'


Step 2: Navigate to the self-inspections module by clicking 'Self Inspections.'

Step 3: A new self-inspection can be started by clicking either of the two 'Add a new Self Inspection' links.

The top menu can be used to search for previous self-inspections. The middle box will show all previous self-inspections. The bottom box will show findings from all self-inspections performed in the past 18 months.
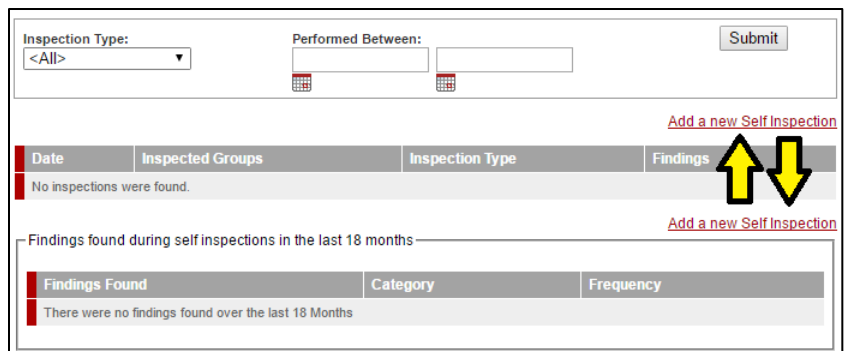
Step 4: From the drop-down menu, select 'Laboratory Ramp-Up Checklist.'

Ensure that your lab is selected as the Inspected Group. If it isn't, search by last name of the Principal Investigator in the 'Lookup' box. Select from the drop menu that appears and click 'Add.'

Click 'Inspect' to start the self-assessment.

Add New Self Inspection

Find Individual or Grou | Search

Inspection Date:
12/01/2016

Inspection Type: *
Laboratory Self-Assessment ▼
Please select the type of inspection that will be performed.

+ Research Management
+ Inspections
− Hughes/test Lab
  » View Lab Profile
  » Compliance Dashboard
  » Manage Members
  » Send Lab Message
  » Chem Summary
  » Self Inspections
  » Manage Lab Forms
+ Chemicals

Inspected Groups
Please select the groups that you are inspecting.

☑ Hughes/test Lab

Lookup |

Add

Inspect

Step 5: Perform your self-assessment by selecting 'Yes,' 'No,' or 'N/A' for each finding.

Answering 'No' will automatically populate the Comments box with useful information for improving each finding. Attachments and details can be added for each finding if desired.

▼ Findings Found
Select findings to populate the Corrective Actions section with default text. This text can be edited prior to saving the Inspection Report.

▼ Biological

| | Yes | No | N/A | |
Lab has current and accurate registration with the Institutional Biosafety Committee (IBC) for research activities involving biohazard materials. ⓘ * (+4) | ○ | ◉ | ○ | Hide Details

Comments/Corrective Actions:
electronic draft of the application/registration form must be received by the BS Program Office by the deadlines listed on the IBC Registration & Meeting Dates site. It is the responsibility of the Principal Investigator to submit a completed IBC application/registration form to the Biological Safety (BS) Program Office.</p>

Space(s):
No spaces are associated with this inspection.   Add Attachment(s)

All lab personnel have completed general, lab-specific, and Biosaefty SOP training. Documentation of initial and refresher training is easily accessible. ⓘ * (+4)   ◉ ○ ○   Add Details

Additional comments and details of corrective actions can be inserted in the text box at the bottom of the assessment.

Documents and photos can be uploaded to the self-assessment as well.

When complete, click the 'Save' button.

− ▶ Other Findings

Other Comments/Corrective Actions:

▼ Attachments

Attach new file:
Choose File No file chosen
Upload

Save