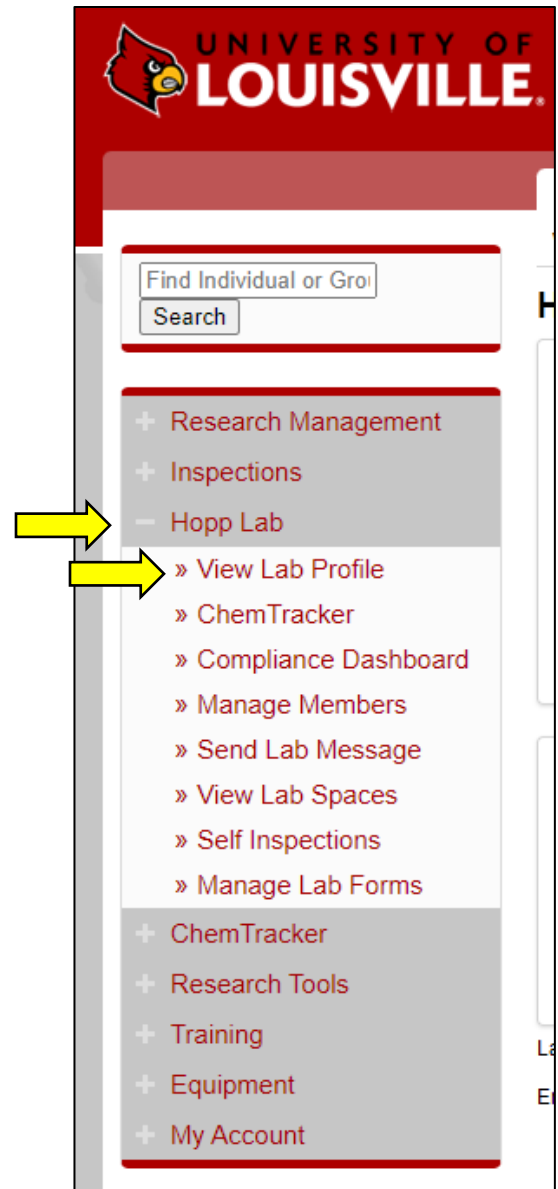
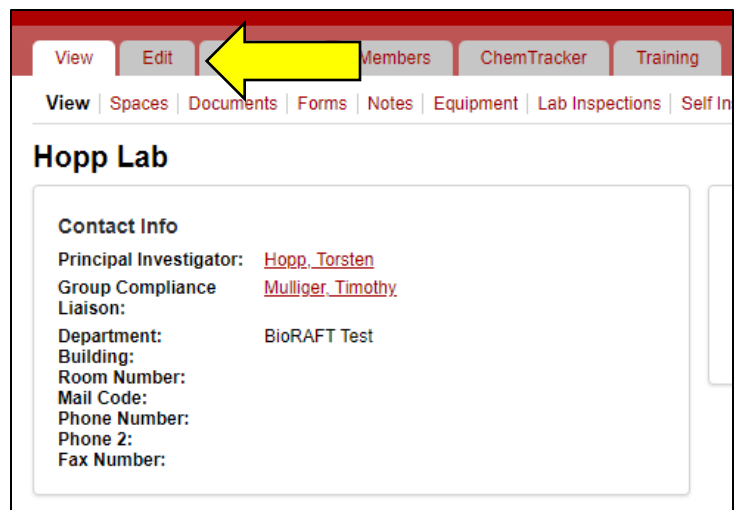


Completing your SciShield Lab Profile

Step 1: Login to SciShield (louisville.scishield.com) and navigate to your lab profile.



Step 2: This is your lab profile main page. From here you will update information in different tabs. Begin by clicking the **Edit** tab.



Step 3: Update basic information as needed for your primary lab location. **If you have additional lab spaces, let us know so we can add them to your profile.**

The screenshot shows the 'Hopp Lab' edit form. At the top, there are tabs for 'View', 'Edit', 'Dashboard', and 'Me'. Below these are sub-tabs for 'Edit', 'Classifications', 'Configurations', and 'F'. The form fields are: 'Lab Name: *' with the value 'Hopp Lab'; 'Building: *' with a dropdown menu showing '<Select>'; 'Room Number: *' with an empty text box and a note 'Enter the lab's primary room number.'; 'Mail Code:' with an empty text box; 'Departments:' with a dropdown menu showing 'BioRAFT Test'; 'Phone 1: *' with an empty text box and a note 'Enter the laboratory's primary contact number. Please'; and 'Phone 2:' with an empty text box and a note 'Enter the laboratory's secondary contact number. Please'. Two yellow arrows point to the 'Building: *' and 'Phone 1: *' fields.

Step 4: Next click the **Hazards** tab. Here you will indicate all types of materials you work with in lab. **This should include hazards found in all lab spaces assigned to you.** It is critical to check all that apply for reporting purposes.

The screenshot shows the 'Hopp Lab Hazards' form. At the top, there are tabs for 'View', 'Edit', 'Dashboard', 'Members', 'ChemTracker', and 'Train'. Below these are sub-tabs for 'Edit', 'Classifications', 'Configurations', 'Focus', 'Categories', 'Hazards', and 'Conf'. The form title is 'Hopp Lab Hazards'. Below the title is the instruction: 'For each category below, please select the hazards to which lab personnel may be exposed, regardless of the location in which they are working.' Below this is the text 'Hazards Last Certified by PI: 10/25/2024'. The 'Biological:' section contains a list of hazards with checkboxes: 'Animal blood, body fluids, and/or tissues' (checked), 'Non-human primate blood, body fluids, and/or tissues' (checked), 'Non-primate blood, body fluids, and/or tissues' (checked), 'Animal inhalation anesthetics' (checked), 'Biological materials' (checked), 'Biological materials - Biosafety Level 1' (checked), 'Biological materials - Biosafety Level 2' (checked), 'Biological materials - Biosafety Level 2+' (unchecked), 'Biological materials - Biosafety Level 3' (checked), 'Biological materials - Biosafety Level 4' (unchecked), 'Human blood, body fluids, tissues, and/or bloodborne pathogens' (checked), 'Human blood, body fluids, tissues, and/or bloodborne pathogens - Fixed' (checked), 'Human blood, body fluids, tissues, and/or bloodborne pathogens - Free' (checked), and 'Infectious proteins' (checked). A yellow arrow points to the 'Hazards' tab, and another yellow arrow points to the 'Biological materials' section.

Step 5: Click the **Members** tab. Here you will add all your lab personnel, designate their permissions, and specify their Job Activities.

Begin typing a name and select the personnel from the drop-down list.

Check any **permissions** that the person should have for your lab profile.

Designate **Job Activities** for the individual. Be sure to click through all tabs. This must be completed to allow SciShield to send the necessary automated training reminders.

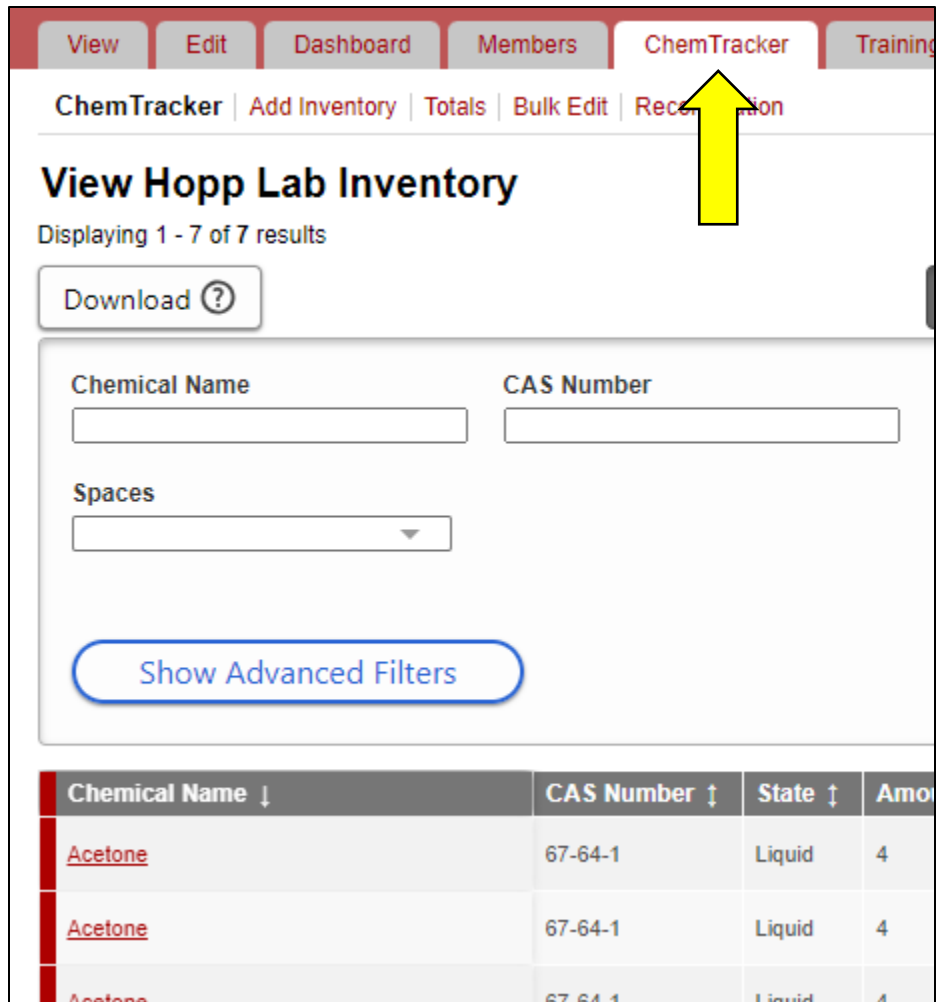
You can edit and remove personnel using the associated buttons.

Name	Email	Designation	
Hopp, Torsten	torsten.hopp@louisville.edu	Principal Investigator	Edit
Carver, Jaime	jaime.carver@louisville.edu	Lab Manager	Edit Remove
Mulliger, Timothy	timothy.mulliger@louisville.edu	Staff Scientist	Edit
Seitz, Lillian	lillian.seitz@louisville.edu	Research Associate	Edit Remove

Step 6: Click the **ChemTracker** tab.

If you already have a chemical inventory in ChemTracker, confirm that it is up to date.

An accurate hazardous chemical inventory must be maintained at all times. Ensure chemicals are assigned to their correct lab spaces.



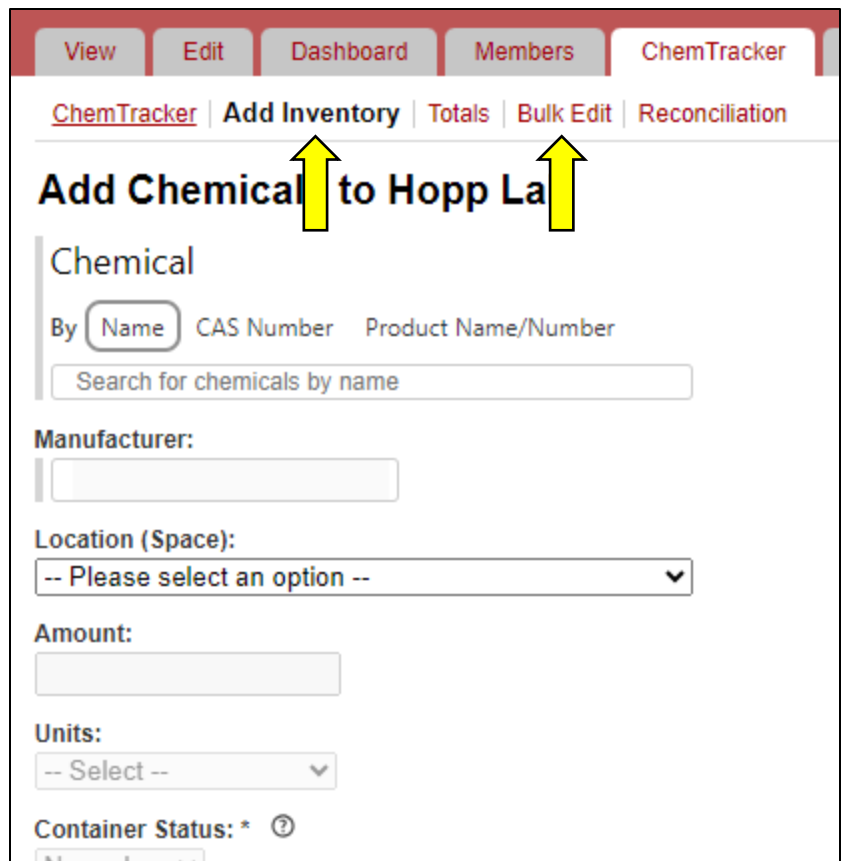
The screenshot shows the ChemTracker web application interface. At the top, there is a navigation bar with tabs for 'View', 'Edit', 'Dashboard', 'Members', 'ChemTracker', and 'Training'. Below this, a secondary navigation bar contains links for 'ChemTracker', 'Add Inventory', 'Totals', 'Bulk Edit', and 'Reconciliation'. The main heading is 'View Hopp Lab Inventory', with a sub-heading 'Displaying 1 - 7 of 7 results'. There is a 'Download' button with a question mark icon. Below this are input fields for 'Chemical Name' and 'CAS Number', a 'Spaces' dropdown menu, and a 'Show Advanced Filters' button. At the bottom, a table displays inventory data:

Chemical Name ↓	CAS Number ↑	State ↑	Amount
Acetone	67-64-1	Liquid	4
Acetone	67-64-1	Liquid	4
Acetone	67-64-1	Liquid	4

If you do not have a chemical inventory in ChemTracker, click **Add Inventory** to add chemicals.

Inventory entries can be edited or removed through the **Bulk Edit** tab.

For more information, a ChemTracker Quick Start Guide is available upon request.



The screenshot shows the 'Add Chemical to Hopp Lab' page in ChemTracker. The top navigation bar is the same as in the previous screenshot. The secondary navigation bar includes 'ChemTracker', 'Add Inventory', 'Totals', 'Bulk Edit', and 'Reconciliation'. The main heading is 'Add Chemical to Hopp Lab'. Below this are several form fields: 'Chemical' (with a dropdown menu), 'By' (with radio buttons for 'Name', 'CAS Number', and 'Product Name/Number'), a search box 'Search for chemicals by name', 'Manufacturer:' (with a text input field), 'Location (Space):' (with a dropdown menu showing '-- Please select an option --'), 'Amount:' (with a text input field), 'Units:' (with a dropdown menu showing '-- Select --'), and 'Container Status: *' (with a dropdown menu showing 'Normal').

Step 7: Click the **View** tab, then the **Documents** tab.

The screenshot shows a web interface with a top navigation bar containing tabs: View, Edit, Dashboard, Members, ChemTracker, and T. Below this is a secondary navigation bar with tabs: View, Spaces, Documents, Forms, Notes, Equipment, and Lab Inspection. The main heading is "Hopp Lab Documents". Below the heading are two dropdown menus: "File Type:" with a selection of "<All>" and "Classification:" with a selection of "<All>". Below these is a table with three columns: File Name, File Type, and Description. The table contains three rows of document entries.

File Name	File Type	Description
University of Loui...174.pdf	Manual/Documentation	Exposure Control Plan 2024
Particularly Hazar...174.pdf	Standard Operating Procedure	PHS SOP
Chemical Hygiene P...174.pdf	Chemical Hygiene Plan	CHP 2024

Here you will upload important lab documentation. Common examples include Chemical Hygiene Plan, Exposure Control Plan, and Standard Operating Procedures.

Only your lab members and DEHS can see these documents.

Documents can be added, edited, or removed with the associated buttons.

The screenshot shows a table with four columns: Description, Date uploaded, Submitted By, and a column with Edit and Remove buttons. A yellow arrow points to the Edit and Remove buttons in the first row. Below the table is a link "Attach a New Document" with a yellow arrow pointing to it.

Description	Date uploaded	Submitted By	
Exposure Control Plan 2024	12/03/2024 - 2:41pm	Mulliger, Timothy	Edit Remove
PHS SOP	12/03/2024 - 2:40pm	Mulliger, Timothy	Edit Remove
CHP 2024	12/03/2024 - 2:39pm	Mulliger, Timothy	Edit Remove

[Attach a New Document](#)