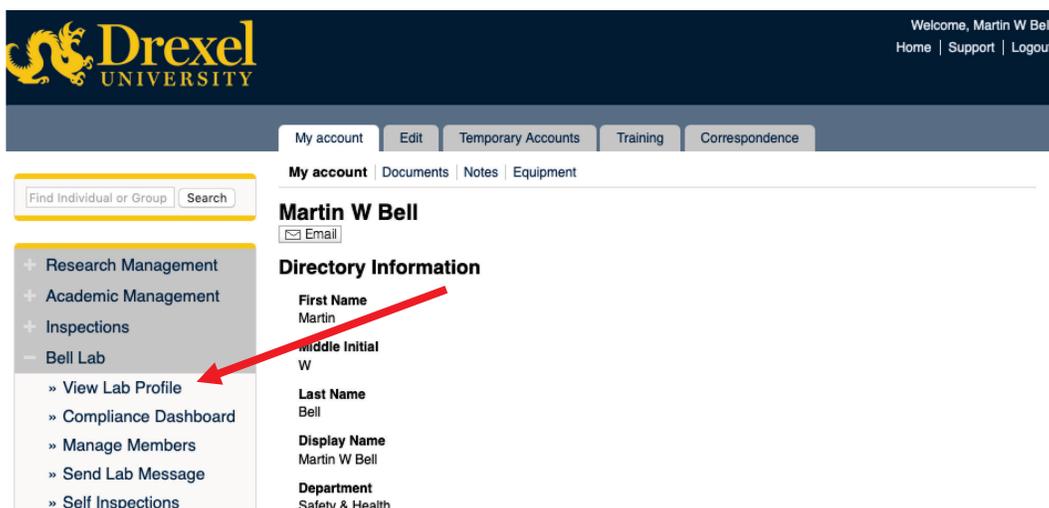


## BioRAFT – Document Upload Directions

The following are directions to upload the templates for Research Project Management Contingency and the Contingency Plan for Individual Animal Research Laboratories.

1. Log into the BioRAFT system (<https://drexel.bioraft.com/>) using your Drexel Credentials.
2. Click on View Lab Profile to open the profile page if not already open.



Welcome, Martin W Bell  
Home | Support | Logout

My account | Edit | Temporary Accounts | Training | Correspondence

My account | Documents | Notes | Equipment

Find Individual or Group Search

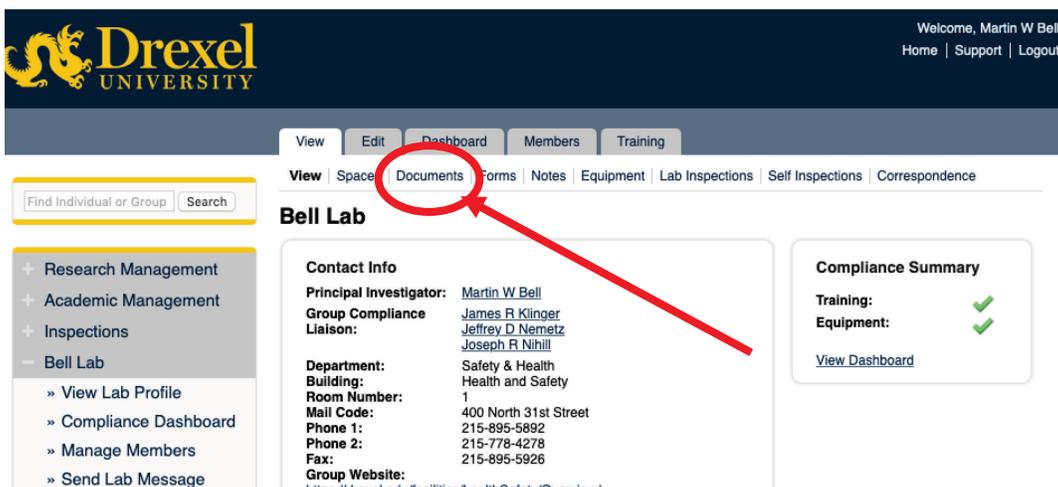
**Martin W Bell**  
Email

**Directory Information**

First Name: Martin  
Middle Initial: W  
Last Name: Bell  
Display Name: Martin W Bell  
Department: Safety & Health

Research Management  
Academic Management  
Inspections  
Bell Lab  
» View Lab Profile  
» Compliance Dashboard  
» Manage Members  
» Send Lab Message  
» Self Inspections

3. This will open the profile page. Click on the Document tab under the main navigation tabs at the top of the page.



Welcome, Martin W Bell  
Home | Support | Logout

View | Edit | Dashboard | Members | Training

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

Find Individual or Group Search

**Bell Lab**

**Contact Info**

Principal Investigator: [Martin W Bell](#)  
Group Compliance: [James R Klinger](#)  
Liaison: [Jeffrey D Nemetz](#)  
[Joseph R Nihill](#)

Department: Safety & Health  
Building: Health and Safety  
Room Number: 1  
Mail Code: 400 North 31st Street  
Phone 1: 215-895-5892  
Phone 2: 215-778-4278  
Fax: 215-895-5926  
Group Website: <https://drexel.edu/facilities/health&safety/contingency/>

**Compliance Summary**

Training:   
Equipment: 

[View Dashboard](#)



4. This will open the document list. Click on Attach a New Document in the bottom right of the page.

View | Edit | Dashboard | Members | Training

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

Find Individual or Group Search

### Bell Lab Documents

File Type: <All> Classification: <All> Submit

File Name	File Type	Description	Date uploaded	Submitted By		
<a href="#">Amendment Form 155...509.docx</a>	General	Amendment	05/07/2019 - 9:43am	<a href="#">Reneski, Carolyn</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
<a href="#">IACUC_application2...509.docx</a>	General	IACUC Application Test	05/07/2019 - 9:41am	<a href="#">Reneski, Carolyn</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
<a href="#">Brian Weiss - 70E ...259.pdf</a>	General	Brian Weiss - NFPA 70E Certificate	02/06/2019 - 10:36am	<a href="#">Bell, Martin</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
<a href="#">Joe Nihill - 70E C...259.pdf</a>	General	Joe Nihill - NFPA 70E Certificate	02/06/2019 - 10:36am	<a href="#">Bell, Martin</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

[Attach a New Document](#)

5. This will open the document upload process. Choose a file type. Don't worry about the Classification. Choose a file from your desktop or other file folder. Add a description and click submit.

### Submit Document

Find Individual or Group Search

**Categories**

**File Type: \***  
- Please choose -

**Classification:**

ARC  
 Bio  
 Chem  
 Rad

**File to attach**

**Attach new file:**  
Choose File no file selected

**Description:**  
Enter a description of the document.

Submit



6. Once the file is uploaded you will see it in the document list. You can edit and remove this document at any time. The Document is available to all lab members by Clicking on the Document tab at the top of the individuals profile page. You can upload as many documents as you need.

View | Edit | Dashboard | Members | Training

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

Find Individual or Group Search

### Bell Lab Documents

The Document has been updated.

File Type: <All> Classification: <All> Submit

File Name	File Type	Description	Date uploaded	Submitted By		
<a href="#">Contingency Plans ...259.docx</a>	Policy/Procedure	Contingency Plans for Individual Animal Research Laboratories Template	03/11/2020 - 8:26am	<a href="#">Bell, Martin</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
<a href="#">Amendment Form 155...509.docx</a>	General	Amendment	05/07/2019 - 9:43am	<a href="#">Reneski, Carolyn</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
<a href="#">IACUC_application2...509.docx</a>	General	IACUC Application Test	05/07/2019 - 9:41am	<a href="#">Reneski, Carolyn</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
<a href="#">Brian Weiss - 70E ...259.pdf</a>	General	Brian Weiss - NFPA 70E Certificate	02/06/2019 - 10:36am	<a href="#">Bell, Martin</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
<a href="#">Joe Nihill - 70E C...259.pdf</a>	General	Joe Nihill - NFPA 70E Certificate	02/06/2019 - 10:36am	<a href="#">Bell, Martin</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

[Attach a New Document](#)

Please send an email to [safeheal@drexel.edu](mailto:safeheal@drexel.edu) If you experience difficulties uploading the documents.