RIMS: Keeping RIMS up-to-date

A reminder for regular updates to the PI Profile on the Research Information

Management System

Last Update: 29-August-2014

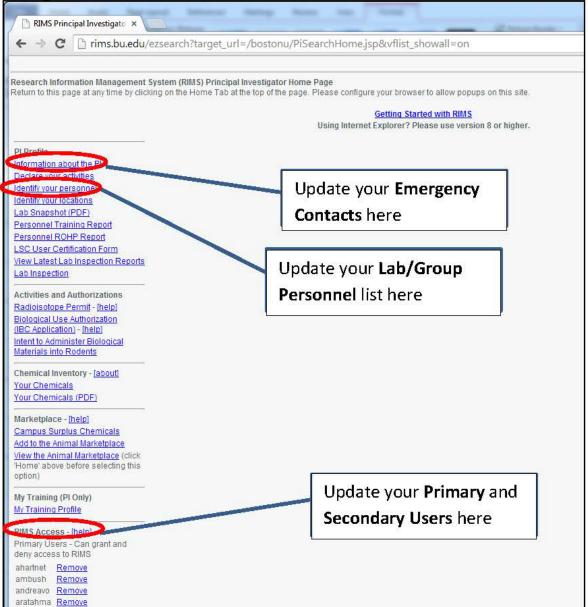


Regular Updates

- The RIMS PI Profile contains several key pieces of information about you and your laboratory that are often changing and are important to keep up-to-date (in addition to any regular required updates to your protocols or permits):
 - Emergency Contact Information
 - Primary & Secondary Users
 - Lab Personnel list
 - Chemical Inventory

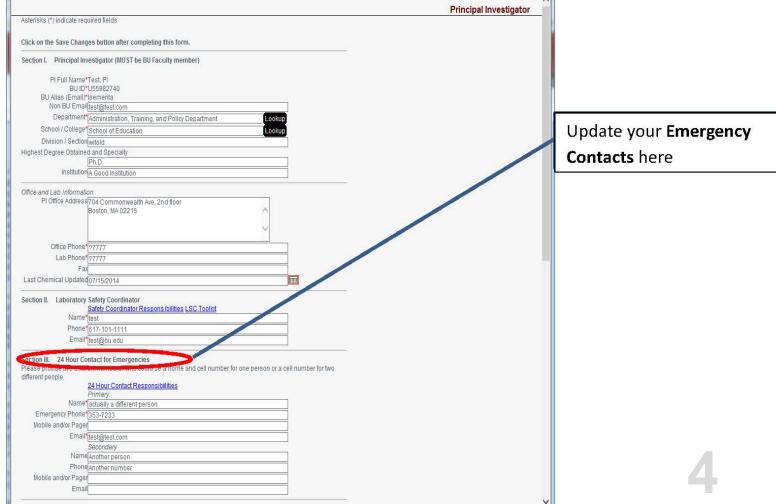


Emergency Contacts, Users, & Personnel





Your **Emergency Contacts** should include individuals and phone numbers that can be reached 24/7 in the case of an after-hours emergency in your laboratory locations.





Your **Primary/Secondary users** are those individuals authorized to log-in to your RIMS PI Profile to assist with lab management, including updating Lab Personnel lists and editing (but not submitting) Permits and Protocols.

Help for: RIMS Access

Summary: Using the RIMS Access feature, you can give others the ability to access your RIMS account.

Currently, the levels of access are:

- · PI Account Holder:
- The PI has unique full RIMS access to the PI account information
- o Only the PI Account Holder can submit IBC protocols
- Primary: Designated primary users can access your account to do the following:
- o add and delete laboratory personnel, and review personnel training status
- adding and delete locations
- management the chemical inventory
- Primary users are NOT allowed to submit IBC protocols
- o start, edit, save and submit RSC Radioisotope Permits
- o receive email notices for reminders/status change for IBC and RSC protocols/permits
- add and remove users from the RIMS Access list
- Secondary: Secondary users can do all that primary users can do EXCEPT:
- o adjust the RIMS Access list. Secondary users cannot even see the RIMS Access list
- submit RSC permits. Secondary users are NOT allowed to submit protocols/permits/applications

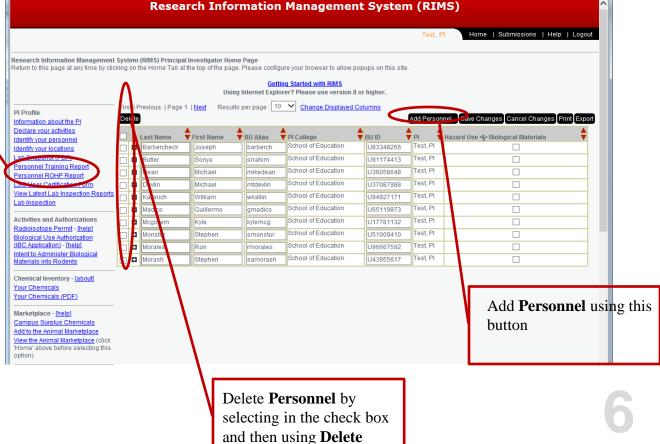
To add a user to the RIMS Access list:

- After logging in to RIMS under the PI account, a Primary User will see the RIMS Access list in the left-hand menu on the RIMS homepage.
- . To add a user, click on the link with the correct user type (primary or secondary)
- . A new window will popup, and ask for the username to give access to
- o Enter only the first part of the user's BU email address, the part before the @bu.edu
- Example: If the BU email address you want to add is "test@bu.edu", enter only "test" (without the quotes)
- · Select "Apply Changes"
- · Close the popup window and refresh your homepage to see the changes



Your Lab/Group **Personnel** list should include all individuals who work on an employment, student, volunteer, or collaborative basis with your lab. Listing people in this section will allow you to keep aware of their status on training and clearance necessary for your lab, through the Personnel Training Report and Personnel ROHP Report.

Check Personnel Training Report and **Personnel ROHP Report** for compliance details on all listed personnel



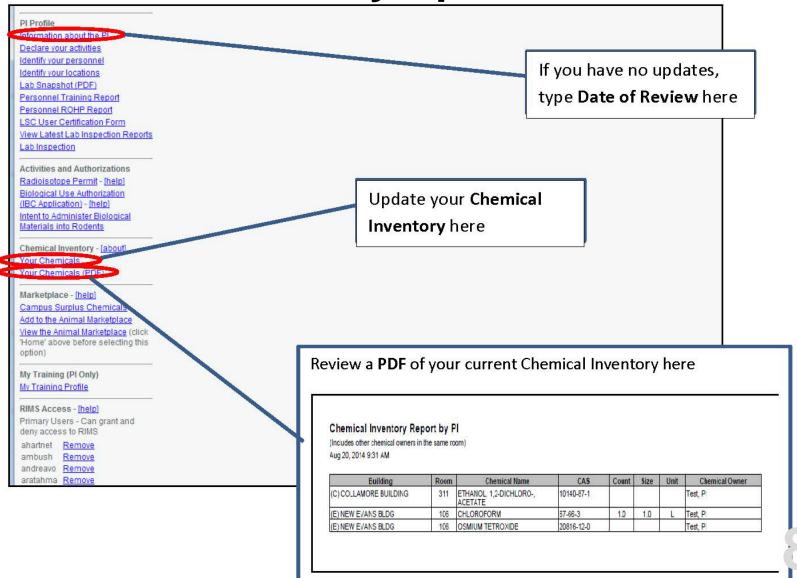


Chemical Inventory Updates

It is important to periodically review your Chemical Inventory in RIMS to ensure it captures the types and approximate quantities of reagents in your laboratory. It is a BU requirement that the Chemical Inventory is reviewed annually, if not more frequently. Particularly review the <u>BU Highly Hazardous Chemical List</u> to ensure you have accurately reported any chemicals on this list.

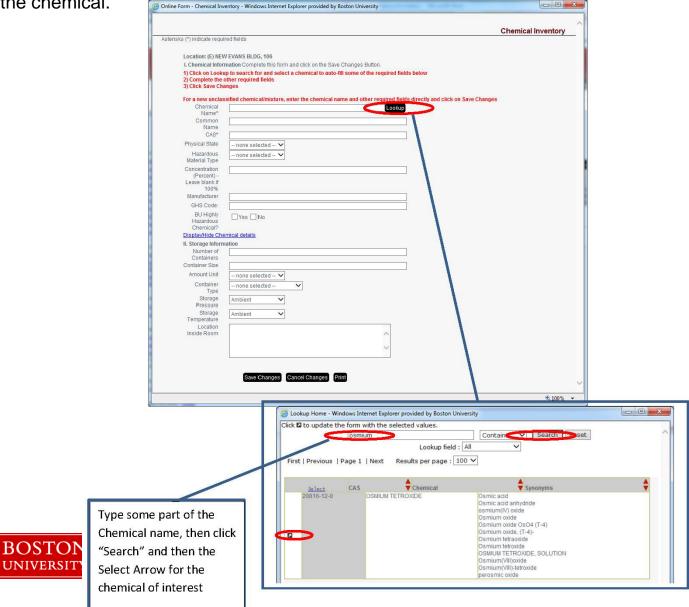


Chemical Inventory Updates

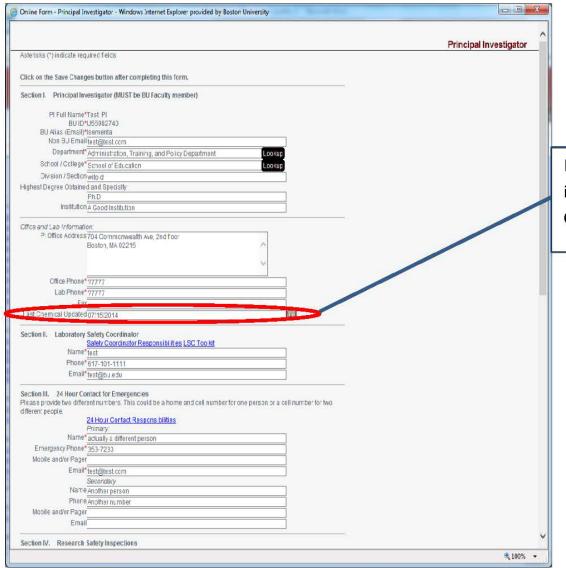


When Adding Chemicals, use the **LookUp** feature to prevent typographical errors and to ensure associated data (such as BU Highly Hazardous designation and GHS codes) are assigned appropriately

to the chemical.



If you have no updates, you still must confirm you reviewed your inventory <u>annually</u>. The date will be updated if you added/deleted any chemicals. If you haven't, to fulfill the annual requirement, on the "Information about the PI" under the PI Profile, insert the **Date of Last Chemical Updated.**



If you have no updates, insert **Date** of **Last Chemical Review** here



10

Please contact us if you have any questions. Thank you for assuring a continued safe and compliant research community at Boston University.



http://www.bu.edu/orc

EHS Research Safety Office

oehs@bu.edu

CRC: 617-353-4094

BUMC: 617-638-8830

IBC Office

IBC@bu.edu

617-638-4531

