

# 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

The screenshot shows the RIMS Principal Investigator Home Page. The browser address bar displays `rim.sbu.edu/ezsearch?target_url=/bostonu/PiSearchHome.jsp&vflist_showall=on`. The page title is "Research Information Management System (RIMS) Principal Investigator Home Page". A navigation menu on the left includes "PI Profile", "Information about the PI", "Declare your activities", "Identify your personnel", "Identify your locations", "Lab Snapshot (PDF)", "Personnel Training Report", "Personnel ROHP Report", "LSC User Certification Form", "View Latest Lab Inspection Reports", and "Lab Inspection". Below this are sections for "Activities and Authorizations", "Chemical Inventory", "Marketplace", and "My Training (PI Only)". At the bottom, there is a "RIMS Access" section with a list of users and "Remove" links. Three callout boxes with blue arrows point to specific links: "Update your Emergency Contacts here" points to "Identify your personnel"; "Update your Lab/Group Personnel list here" points to "Identify your locations"; and "Update your Primary and Secondary Users here" points to "RIMS Access".

**Update your Emergency Contacts here**

**Update your Lab/Group Personnel list here**

**Update your Primary and Secondary Users here**

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.

Principal Investigator

Asterisks (\*) indicate required fields

Click on the Save Changes button after completing this form.

**Section I. Principal Investigator (MUST be BU Faculty member)**

PI Full Name\* Test, PI  
 BU ID\* U55982740  
 BU Alias (Email)\* tsementa  
 Non BU Email\* test@test.com

Department Administration, Training, and Policy Department

School / College School of Education

Division / Section w/told

Highest Degree Obtained and Specialty  
 Ph.D

Institution A Good Institution

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**Office and Lab Information:**

PI Office Address 704 Commonwealth Ave, 2nd floor  
 Boston, MA 02215

Office Phone\* ?7777

Lab Phone\* ?7777

Fax

Last Chemical Updated 07/15/2014

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**Section II. Laboratory Safety Coordinator**  
[Safety Coordinator Responsibilities LSC Toolkit](#)

Name\* test

Phone\* 617-101-1111

Email\* test@bu.edu

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**Section III. 24 Hour Contact for Emergencies**

Please provide two and/or phone numbers. This could be a home and cell number for one person or a cell number for two different people.

[24 Hour Contact Responsibilities](#)

**Primary:**

Name\* actually a different person

Emergency Phone\* 353-7233

Mobile and/or Pager

Email\* test@test.com

**Secondary:**

Name\* Another person

Phone\* Another number

Mobile and/or Pager

Email

Update your **Emergency Contacts** here



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
  - Only the PI Account Holder can submit IBC protocols
  
- **Primary:** Designated primary users can access your account to do the following:
  - 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
  - start, edit, save and submit RSC Radioisotope Permits
  - 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:**
  - 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
  - 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

**Research Information Management System (RIMS)**

Test, PI    Home | Submissions | Help | Logout

Research Information Management System (RIMS) Principal Investigator Home Page  
Return to this page at any time by clicking on the Home Tab at the top of the page. Please configure your browser to allow popups on this site.

[Getting Started with RIMS](#)  
Using Internet Explorer? Please use version 8 or higher.

PI Profile  
[Information about the PI](#)  
[Declare your activities](#)  
[Identify your personnel](#)  
[Identify your locations](#)  
[Lab Suspension Form](#)  
[Personnel Training Report](#)  
[Personnel ROHP Report](#)  
[Lab Year Certification Form](#)  
[View Latest Lab Inspection Reports](#)  
[Lab Inspection](#)

Activities and Authorizations  
[Radiolotope Permit - \[help\]](#)  
[Biological Use Authorization \(IBC Application\) - \[help\]](#)  
[Intent to Administer Biological Materials into Rodents](#)

Chemical Inventory - [about]  
[Your Chemicals](#)  
[Your Chemicals \(PDF\)](#)

Marketplace - [help]  
[Campus Surplus Chemicals](#)  
[Add to the Animal Marketplace](#)  
[View the Animal Marketplace](#) (click 'Home' above before selecting this option)

Results per page: 10    [Change Displayed Columns](#)

**Add Personnel**    Save Changes    Cancel Changes    Print    Export

<input type="checkbox"/>	Last Name	First Name	BU Alias	PI College	BU ID	PI	Hazard Use -> Biological Materials
<input type="checkbox"/>	Barbercheck	Joseph	barberch	School of Education	U83348266	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Butler	Sonya	srahim	School of Education	U91174413	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Dean	Michael	mikedean	School of Education	U36058648	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Devlin	Michael	mtdevlin	School of Education	U37087988	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Kalnich	William	wkallin	School of Education	U94927171	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Macico	Guillermo	gmacico	School of Education	U65119873	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Mcgoern	Kyle	kylemcg	School of Education	U17781132	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Monst	Stephen	smonstur	School of Education	U51009410	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Morales	Ron	rmorales	School of Education	U96667592	Test, PI	<input type="checkbox"/>
<input type="checkbox"/>	Morash	Stephen	samorash	School of Education	U43955617	Test, PI	<input type="checkbox"/>

Add **Personnel** using this button

Delete **Personnel** by selecting in the check box and then using **Delete**

# 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 [BU Highly Hazardous Chemical List](#) to ensure you have accurately reported any chemicals on this list.

# Chemical Inventory Updates

PI Profile

[Information about the PI](#)

[Declare your activities](#)

[Identify your personnel](#)

[Identify your locations](#)

[Lab Snapshot \(PDF\)](#)

[Personnel Training Report](#)

[Personnel ROHP Report](#)

[LSC User Certification Form](#)

[View Latest Lab Inspection Reports](#)

[Lab Inspection](#)

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Activities and Authorizations

[Radioisotope Permit - \[help\]](#)

[Biological Use Authorization \(IBC Application\) - \[help\]](#)

[Intent to Administer Biological Materials into Rodents](#)

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Chemical Inventory - [about](#)

[Your Chemicals](#)

[Your Chemicals \(PDF\)](#)

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Marketplace - [\[help\]](#)

[Campus Surplus Chemicals](#)

[Add to the Animal Marketplace](#)

[View the Animal Marketplace](#) (click 'Home' above before selecting this option)

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My Training (PI Only)

[My Training Profile](#)

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RIMS Access - [\[help\]](#)

Primary Users - Can grant and deny access to RIMS

ahartnet [Remove](#)

ambush [Remove](#)

andreavo [Remove](#)

aratahma [Remove](#)

If you have no updates, type **Date of Review** here

Update your **Chemical Inventory** here

Review a **PDF** of your current Chemical Inventory here

**Chemical Inventory Report by PI**

(Includes other chemical owners in the same room)

Aug 20, 2014 9:31 AM

Building	Room	Chemical Name	CAS	Count	Size	Unit	Chemical Owner
(C) CO. LAMORE BUILDING	311	ETHANOL, 1,2-DICHLORO-, ACETATE	10140-87-1				Test, PI
(E) NEW E/VANS BLDG	106	CHLOROFORM	67-66-3	1.0	1.0	L	Test, PI
(E) NEW E/VANS BLDG	106	OSMIUM TETROXIDE	20816-12-0				Test, PI

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.

Online Form - Chemical Inventory - Windows Internet Explorer provided by Boston University

**Chemical Inventory**

Asterisks (\*) indicate required fields

Location: (E) NEW EVANS BLDG, 106

I. Chemical Information Complete this form and click on the Save Changes Button.

1) Click on LookUp to search for and select a chemical to auto-fill some of the required fields below  
 2) Complete the other required fields  
 3) Click Save Changes

For a new unclassified chemical/mixture, enter the chemical name and other required fields directly and click on Save Changes

Chemical Name\*  **LookUp**

Common Name

CAS\*

Physical State -- none selected --

Hazardous Material Type -- none selected --

Concentration (Percent) - Leave blank if 100%

Manufacturer

GHS Code:

BU Highly Hazardous Chemical?  Yes  No

[Display/Hide Chemical details](#)

II. Storage Information

Number of Containers

Container Size

Amount Unit -- none selected --

Container Type -- none selected --

Storage Pressure Ambient

Storage Temperature Ambient

Location Inside Room

Save Changes Cancel Changes Print

LookUp Home - Windows Internet Explorer provided by Boston University

Click  to update the form with the selected values.

Container:  Search:

Lookup field: All

First | Previous | Page 1 | Next Results per page: 100

Select	CAS	Chemical	Synonyms
<input type="checkbox"/>	20816-12-0	OSMIUM TETROXIDE	Osmic acid Osmic acid anhydride osmium(IV) oxide Osmium oxide Osmium oxide OsO4 (T-4) Osmium oxide, (T-4)- Osmium tetroxide Osmium tetroxide OSMIUM TETROXIDE, SOLUTION Osmium(VII)oxide Osmium(VII)-tetroxide perosmic oxide

Type some part of the Chemical name, then click "Search" and then the Select Arrow for the chemical of interest

If you have no updates, you still must confirm you reviewed your inventory annually. 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**.

Online Form - Principal Investigator - Windows Internet Explorer provided by Boston University

Principal Investigator

Asterisks (\*) indicate required fields

Click on the Save Changes button after completing this form.

Section I. Principal Investigator (MUST be BU Faculty member)

PI Full Name\*Test PI  
BU ID\*U55982743  
BU Alias (Email)\*test@bu.edu  
Non BU Email\*test@test.com  
Department\*Administration, Training, and Policy Department **Lookup**  
School / College\*School of Education **Lookup**  
Division / Section\*test  
Highest Degree Obtained and Specialty  
Ph.D.  
Institution\*A Good Institution

Office and Lab Information:  
P. Office Address 704 Commonwealth Ave, 2nd floor  
Boston, MA 02215  
Office Phone\*7777  
Lab Phone\*7777  
Fax\*  
Last Chemical Updated 07/15/2014

Section II. Laboratory Safety Coordinator  
[Safety Coordinator Responsibilities LSC Toolkit](#)  
Name\*test  
Phone\*617-101-1111  
Email\*test@bu.edu

Section III. 24 Hour Contact for Emergencies  
Please provide two different numbers. This could be a home and cell number for one person or a cell number for two different people.  
[24 Hour Contact Responsibilities](#)  
Primary:  
Name\*actually a different person  
Emergency Phone\*353-7233  
Mobile and/or Pager  
Email\*test@test.com  
Secondary:  
Name\*Another person  
Phone\*Another number  
Mobile and/or Pager  
Email

Section IV. Research Safety Inspections

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

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



## Research Compliance

<http://www.bu.edu/orc>

EHS Research Safety Office

[oehs@bu.edu](mailto:oehs@bu.edu)

CRC: 617-353-4094

BUMC: 617-638-8830

IBC Office

[IBC@bu.edu](mailto:IBC@bu.edu)

617-638-4531