
1. BI BioELN Policy

- a. The BI Electronic Laboratory Notebook (BioELN) is an electronic system, created in-house, to track BI experiments, equipment, inventory, samples, and training.
- b. BI staff will use the BioELN to monitor and maintain BI equipment scheduling and usage, user accounts, training and access, equipment maintenance, chemical and biological inventory, and facility billing.
- c. The BioELN is a McMaster network resource, and available on-campus. Off-campus access requires the use of McMaster's virtual private network (VPN).
- d. The BioELN is accessible via: bioeln.mcmaster.ca
- e. The BioELN log-in page may display facility messages to BI users.
- f. Any issues or errors with the BioELN should be reported to BI staff immediately.
- g. Failure to comply with BioELN procedures will result in an infraction. Refer to the [BI Infraction Policy](#).

1.1. BioELN User Accounts

- a. Following submission of Biointerfaces Training Module (refer to the [BI Training Policy](#)), a BioELN account for the BI user is created by BI staff.
- b. BioELN user accounts are maintained by BI staff to include the user's name, MAC ID, email address, supervisor, "approver", card access information, and safety training.
- c. BioELN account login credentials are associated with McMaster's MAC ID system. The BI is not responsible for MAC IDs and users are referred to McMaster University Technology Services (UTS) for MAC ID issues.
- d. Non-McMaster user accounts may be created internally in the BioELN, but are not able to access the BioELN off-campus, without using a BI guest ID.
- e. Upon log-in, BI users may navigate through the BioELN dashboard, experiments, equipment, inventory, samples, and training options.

1.1.1. Dashboard

- a. Following a successful login into the BioELN, the dashboard will display:
 - i. recent BioELN activity pertaining to experiments, inventory, and samples
 - ii. upcoming schedules
 - iii. equipment favorites
 - iv. training notice(s), if training is missing or expired
 - v. search bar
 - vi. user profile information
 - vii. ELN help centre (launches external webpage)
 - viii. Log-out

1.1.2. Equipment

- a. Schedulable equipment is entered in the BioELN by BI staff.
- b. BI equipment is grouped according to functionality under the BioELN equipment tab/page.
- c. BI Equipment is given a descriptive name and unique BI Identifier (e.g. BI:XXX).
- d. Each instruments' equipment page includes the usage schedule, usage rate(s), laboratory location, equipment model and/or serial number, purchasing vendor, access type, training requirements and managing technician.
- e. Refer to the [BI BioELN Policy – Equipment Usage](#).

1.1.3. Experiments

- a. Experiments are a means for users to organize experimental notes and data with BI equipment, inventory and/or samples.
- b. At minimum, the creation of an experiment requires linking to a piece of BI schedulable equipment.
- c. BI Users are encouraged to use the experiments option for computer file transfers, as universal serial bus (USB) flash drives are not permitted.

1.1.4. Inventory

- a. Inventory is used to manage BI chemicals, consumables and biological materials.
- b. All chemicals that are in the BI for greater than 24 hours must be logged in the BioELN.
- c. All biological agent(s) and/or material(s), regardless of time in the BI, must be logged in the BioELN, and designated with the appropriate BSL.
- d. Update the BioELN inventory item(s), when using or removing some or all of a substance.
- e. All inventoried items must have a SDS/PSDS kept on file. This may be electronic (in BioELN enter CAS number or attach file) or printed.
- f. Refer to the [BI Substance Policy](#).

1.1.5. Samples

- a. Samples are items that come into contact with BI equipment.
- b. All samples must be entered into the BioELN, regardless of how long they are present in the BI.

1.1.6. Search functions

- a. Search for items by name or BI ID (e.g. BI:XXX) number.

1.2. BioELN Staff Accounts

- a. In addition to BioELN User account options, BI staff may access Users, Clients, Billing, Reports, Settings, and Email Broadcast through their dashboard.