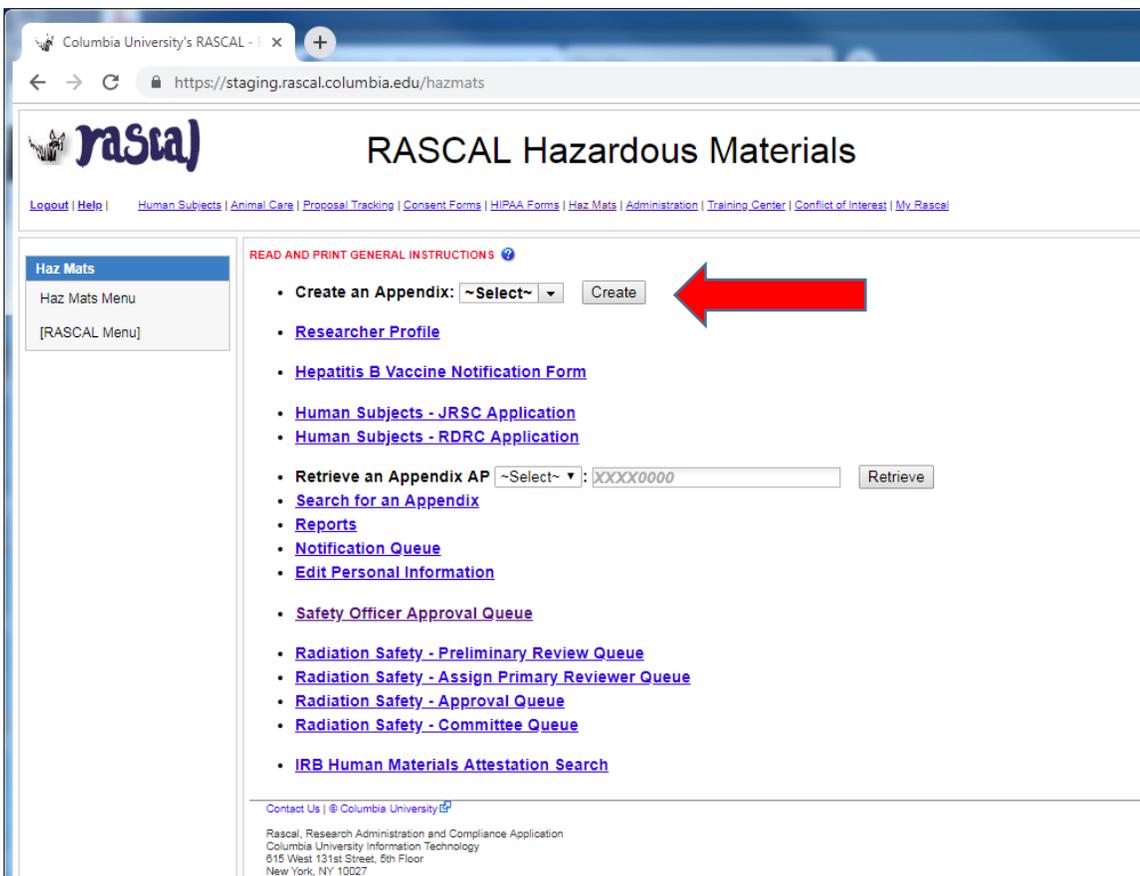
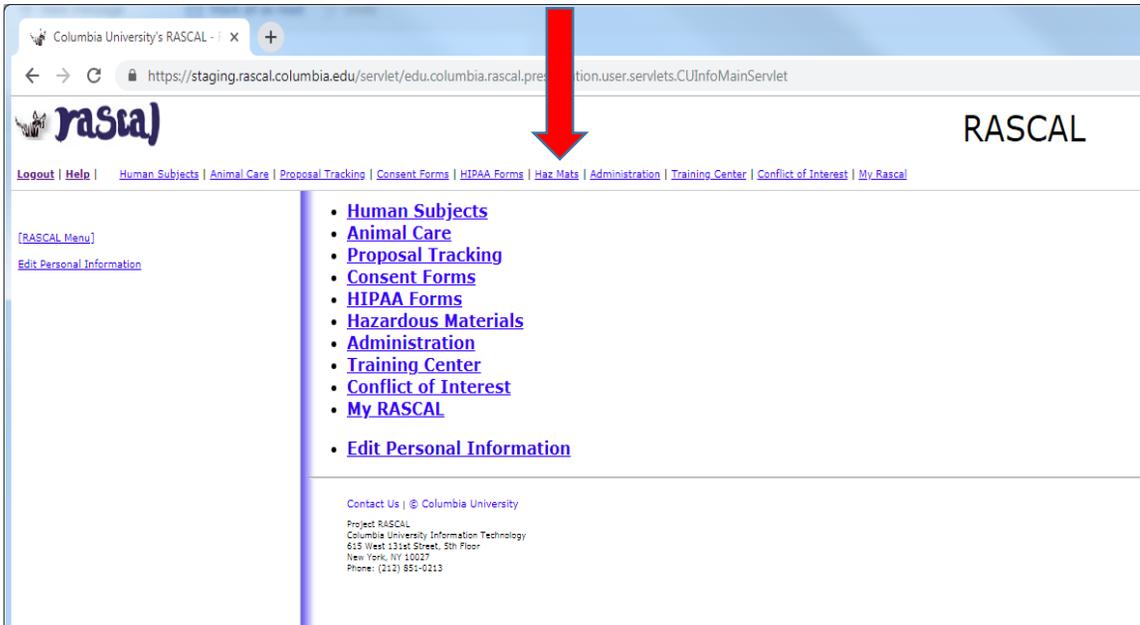


How to Create Appendices and Attach to IACUC Protocol

1. Go to RASCAL: www.rascal.columbia.edu. Login with your UNI and password.
2. Go to Hazmats. Create an Appendix. Click on Dropdown menu to choose your Appendix.
3. For Each Appendix, see tips and instructions below. Starting on Page 15 are instructions on how to attach to IACUC protocol. Starting on Page 20 is how to edit Appendices already attached to the protocol.



For Appendix A

Tips: There are multiple sections to this Appendix. Fill the form in sequential order and save once section is completed. Each page must be filled in its entirety prior to saving. If you cannot fill out Appendix A in one session, complete remaining section you are working on. Return back to the Appendix later for completion.

Instructions:

1. Fill out Appendix A. Fill out First Section “General”. Click Save.
2. Fill out Microorganism Section next. Click Save.
 - a. When adding microorganisms and state animals or arthropods utilization a new section titled “Microorganism in Animals” and/or “Microorganisms in Invertebrates” will appear. The inputted microorganisms information will be added to these sections. Describe the work in animals and/or insects as relevant. Click Save.
3. Fill out “Human Tissue and Cell Culture” Section. Click Save.
4. Fill out “Safety Equipment and Practices” Section. Click Save.
5. If attaching documents, use the Attachments section in the Left hand side menu.
6. **Do not Add personnel in Appendix**, Personnel from your IACUC protocol will be automatically imported during the IACUC submission process.
7. Navigate to your IACUC protocol to attach the Appendix A.

Columbia University's RASCAL - F x +
 https://staging.rascal.columbia.edu/hazmats/appendix/A/AAAD8750/generalInformation

RASCAL Hazardous Materials

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APA-AAAD8750
 Status: Creating

Appendix Content

- General
- Microorganism Information
- Human Tissue and Cell Culture Section
- Safety Equipment and Practices
- Personnel
- Attachments
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

- View History
- View Datasheet

Haz Mats

- Haz Mats Menu
- [RASCAL Menu]

MULTIPLE SECTIONS: Complete in order

General Instructions

General instructions explain how to fill out appendix appropriately.

General Information

*The appendix will be: ~Select~ 0 / 255

*Project Title: 0 / 500

*Describe methodologies/manipulations of the work performed. In brief describe the lab's research goals and the methodologies involved to accomplish these goals. If applicable, include any recombinant DNA gene manipulations such as gene editing (e.g., CRISPR, TALENs, zinc fingers): 0 / 500

*Are there any relevant vaccinations or work restrictions/considerations that should be acknowledged in regards to work with the biological material? ?

- Hepatitis B Vaccination
- Rabies Virus Vaccination
- Immunocompromised Status
- Pregnancy
- Non-Applicable
- Other: ?

*If a lab acquired infection were to occur, what therapy is available?: ? 0 / 200

II. Collaborations/Procurement ?

*Where will the biological materials (viral vector/bacteria/virus/clinical specimen/cell line/other microorganism) be procured from? ?

- Company/Core Facility/Repository:
- Collaborator (Name/University):
- Other:

*Will this project be a research collaboration where recombinant DNA or infectious material is shared between different campuses at Columbia?
 Yes No

*Will this project be a research collaboration where recombinant DNA or infectious material is shared between different institutions?
 Yes No

III. Dual Use Research of Concern (DURC) ?

Dual Use Research of Concern (DURC) is defined as: life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, materiel, or national security.

*Does the research in question meet the definition of dual use research of concern?
 Yes No

IV. Laboratory Location

*Laboratory Locations

Campus	Building	Room	Modify	Delete
No data to display				

V. Recombinant DNA

*Is Recombinant DNA being used? ? Yes No

Save

SAVE: Work will be deleted if not saved after each section

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APA-AAAD8751
Status: Creating

Appendix Content

- General**
- Microorganism Information
- Microorganism in Animals
- Microorganism in Invertebrates
- Human Tissue and Cell Culture Section
- Safety Equipment and Practices
- Personnel
- Attachments
- Protocol/Proposal



When you add microorganism information and state it will be used in animals or invertebrates, a new section will appear.

Adding Attachments to Appendix A:



RASCAL Hazardous Materials

[Logout](#) | [Help](#) | [Human Subjects](#) | [Animal Care](#) | [Proposal Tracking](#) | [Consent Forms](#) | [HIPAA Forms](#) | [Haz Mats](#) | [Administration](#) | [Training Center](#) | [Conflict of Interest](#) | [My Rascal](#)

APA-AAAD8751
Status: Creating

Appendix Content

- General
- Microorganism Information
- Microorganism in Animals
- Microorganism in Invertebrates
- Human Tissue and Cell Culture Section
- Safety Equipment and Practices
- Personnel
- Attachments**
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

- View History
- View Datasheet

Haz Mats

- Haz Mats Menu
- [RASCAL Menu]

Biosafety (Appendix A)

Appendix Number	AAAD8751	Subject Species	N/A
Title			
Creation Date	04/09/2019 10:40:31	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

III. Attachments

*Document Identifier

*Document Type ~Select~ ▼

*File (max file size is 75 MB): No file chosen

View Document	File Name	Document Type	Date Attached	Attached By	Edit	Detach
No data to display						

0 - 0 of 0 results « ‹ 1 › » 50 ▼

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For Appendix D

Tips: List the EH&S Approval number(s) of the Laser System(s) used in relation to this Laser Appendix. If a new registration form needs to be created, fill out the form at this link and attach to the Appendix, using the Attachments tab: <https://finance.columbia.edu/files/gateway/forms/LaserRegistrationForm.pdf>

Instructions:

1. Fill out Appendix D.
2. Save
3. If attaching documents, use the Attachments section in the Left hand side.
4. Do not Add personnel in Appendix, Personnel from your IACUC protocol will be automatically imported during the IACUC submission process.
5. Navigate to your IACUC protocol to attach the Appendix D.

Columbia University's RASCAL - F x

https://staging.rascal.columbia.edu/hazmats/appendix/D/AAAA7100/generalInformation

RASCAL Hazardous Materials

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APD-AAAA7100 Status: Creating

- Appendix Content
 - General
 - Personnel
 - Attachments
 - Protocol/Proposal
- Appendix Action
 - Copy Appendix
 - Delete Appendix
- Appendix View
 - View History
 - View Datasheet
- Haz Mats
 - Haz Mats Menu
 - [RASCAL Menu]

Laser (Appendix D)

Appendix Number	AAAA7100	Subject Species	N/A
Title			
Creation Date	04/09/2019 09:57:39	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

General Instructions ?

I. General Information

*The appendix will be:

*Project Title:

II. Laser Registration Number(s)

List the EH&S Approval number(s) of the Laser System(s) used in relation to this Laser Appendix. If a new registration form needs to be created, fill out the form at this link and attach to the Appendix, using the Attachments tab: <https://finance.columbia.edu/files/gateway/forms/LaserRegistrationForm.pdf>

Pick laser registration number(s) from the following or enter another below:

0 / 100

III. Laser Use

*Are Laser system(s) service/maintenance performed by an authorized service provider? ?

Yes No

*Add Laser(s) ?

Serial Number	Maximum Expected Exposure Duration (hours per day)	Description	Modify	Delete
No data to display				

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Adding Attachments to Appendix D:

Columbia University's RASCAL - F x

https://staging.rascal.columbia.edu/hazmats/appendix/D/AAAA7100/attachment

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APD-AAAA7100
Status: Creating

Appendix Content

General

Personnel

Attachments

Protocol/Proposal

Appendix Action

Copy Appendix

Delete Appendix

Appendix View

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View Datasheet

Haz Mats

Haz Mats Menu

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Laser (Appendix D)

Appendix Number	AAAA7100	Subject Species	N/A
Title	dfdsa		
Creation Date	D4/09/2019 09:57:39	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

III. Attachments

*Document Identifier

*Document Type ~Select~ ▼

*File (max file size is 75 MB): No file chosen

View Document	File Name	Document Type	Date Attached	Attached By	Edit	Detach
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For Appendix E

Tips: Do not include isoflurane or formaldehyde; They have been moved to their own Appendix.

You may use the Attachments Section of the Appendix to provide information on Safety Data Sheets (SDS) or chemical specific SOPs

Under Emergency Response, add information, as applicable for each chemical. For example:

**Acute symptoms of exposure: For Chemical A symptoms are xyz; for Chemical B symptoms are xzy;*

Instructions:

1. Fill out Appendix E.
2. Save
3. If attaching documents, use the Attachments section in the Left hand side.
4. Do not Add personnel in Appendix, Personnel from your IACUC protocol will be automatically imported during the IACUC submission process.
5. Navigate to your IACUC protocol to attach the Appendix E.



RASCAL Hazardous Materials

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APE-AAAG4600
Status: Creating

Appendix Content

General

Personnel

Attachments

Protocol/Proposal

Appendix Action

Copy Appendix

Delete Appendix

Appendix View

View History

View Datasheet

Haz Mats

Haz Mats Menu

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Hazardous Chemicals (Appendix E)

Appendix Number	AAAG4600	Subject Species	N/A
Title			
Creation Date	04/09/2019 16:34:44	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

General Instructions ?

Note: Do not include Isoflurane or Formaldehyde, there is a separate Appendix for each of those substances.

General instructions explain how to fill out appendix appropriately.

I. General Information

*The appendix will be: ~Select~
*Project Title:

II. Administration:

*Type of administration: Animal Use Human Subjects

To attach documents to Appendix, use Attachments Tab

VI. Emergency Response

What are the emergency procedures in the event of personnel exposure?
*Acute symptoms of exposure:
*Actions taken in event of exposure:
Emergency procedures in the event of a spill (facility or environmental contamination):
*Location of Spill Kit:
*Actions taken in event of contamination/spill:
*Methods for detecting contamination of skin, clothing, apparatus, etc.:
*Is a biological toxin used? Yes No
Describe the excretion pathways and metabolic products of the compounds, if applicable:
*What is the biological 1/2 life of the administered compounds?
*What is the toxicity (if any) of excreted metabolites?
If special waste containers must be used or specific waste instructions are to be given, please email hazmat@columbia.edu.
The OSHA regulation Occupational Exposures to Hazardous Chemicals in Laboratories (29 CFR 1910.1450) requires that persons working with chemical(s) attend a Laboratory Safety and Chemical Hygiene Orientation (LSCHO) Session INITIALLY. These sessions are offered twice monthly by EH&S and can be scheduled locally if desired. It is also important to note that these initial trainings do expire and refresher trainings must be taken online through RASCAL.

Save

SAVE: Work will be deleted if not saved after each section

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Adding Attachments to Appendix E:

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https://staging.rascal.columbia.edu/hazmats/appendix/E/AAAG4600/attachment



RASCAL Hazardous Materials

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APE-AAAG4600
Status: Creating

Appendix Content

- General
- Personnel
- Attachments**
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

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Haz Mats

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Hazardous Chemicals (Appendix E)

Appendix Number	AAAG4600	Subject Species	N/A
Title			
Creation Date	04/09/2019 16:34:44	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

III. Attachments

*Document Identifier

*Document Type ~Select~ | ▾

*File (max file size is 75 MB): No file chosen

View Document	File Name	Document Type	Date Attached	Attached By	Edit	Detach
No data to display						
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For Appendix E1

Tips: This Appendix is for Isoflurane. As long as there are no modifications to the Appendix or personnel changes, the Appendix remains approved for the life of the IACUC protocol.

Instructions:

1. Fill out Appendix E1.
2. Save
3. Do not Add personnel in Appendix, Personnel from your IACUC protocol will be automatically imported during the IACUC submission process.
4. Navigate to your IACUC protocol to attach the Appendix E1.



RASCAL Hazardous Materials

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APE1-AAAA0050
Status: Creating

Appendix Content

General

Personnel

Attachments

Protocol/Proposal

Appendix Action

Copy Appendix

Delete Appendix

Appendix View

View History

View Datasheet

Haz Mats

Haz Mats Menu

[RASCAL Menu]

Isoflurane (Appendix E1)

Appendix Number	AAAA0050	Subject Species	N/A
Title			
Creation Date	04/09/2019 17:10:37	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

General Instructions ?

Isoflurane is a hazardous chemical with a regulatory permissible exposure limit established by the OSHA. When submitting this appendix, the Principal Investigator/Initiator confirms awareness of the hazardous nature of the chemical.

General instructions explain how to fill out appendix appropriately.

I. General Information

*The appendix will be:

*Project Title:

II. Amount and Equipment:

*Isoflurane Amount:

*L/Min of Oxygen:

*Please specify ownership of isoflurane vaporizer: ?

Laboratory Owned Animal Quarters Owned Laboratory Owned/Animal Quarters Managed

III. Laboratory Location

*Laboratory Locations ?

Campus	Building	Room	Modify	Delete
No data to display				

IV. Hazard Control

*The laboratory is utilizing at least one of the engineering controls listed while working with isoflurane. (Check all that apply):

Certified Chemical Fume Hood

Ducted Biological Safety Cabinet (Class II, Type B1 or B2)

Active Engineering Control (Vacuum Pump w/Charcoal Canister)

Passive Engineering Control (Charcoal Canister)

Laboratory works on an open bench top without any engineering controls and has been assessed by Environmental Health and Safety ?

Other:

*The laboratory will be implementing one or all of the below administrative controls during work with isoflurane. (Check all that apply):

Utilization of a digital vaporizer

Lab will calibrate their isoflurane vaporizer from an outside vendor

Canisters will be weighed and the weights recorded before and after each use

Follow time limit guidelines as recommended by EH&S to minimize isoflurane exposure. ?

Lab will limit ordering and on-site storage to amounts used

Canisters will be disposed of as hazardous waste

*The laboratory will be utilizing the appropriate personal protective equipment including nitrile gloves, lab coat, and safety glasses or goggles:

Lab Coat

*Disposable Gloves: Nitrile Latex Vinyl

Safety Glasses/Goggles

Respirator ?

Save

SAVE: Work will be deleted if not saved after each section

For Appendix E2

Tips: This Appendix is for Formaldehyde/Formalin/Paraformaldehyde. **As long as there are no modifications to the Appendix or personnel changes, the Appendix remains approved for the life of the IACUC protocol.**

Instructions:

1. Fill out Appendix E2.
2. Save
3. Do not Add personnel in Appendix, Personnel from your IACUC protocol will be automatically imported during the IACUC submission process.
4. Navigate to your IACUC protocol to attach the Appendix E2.



RASCAL Hazardous Materials

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APE2-AAAA0050
Status: Creating

Appendix Content

General

Personnel

Attachments

Protocol/Proposal

Appendix Action

Copy Appendix

Delete Appendix

Appendix View

View History

View Datasheet

Haz Mats

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Formaldehyde (Appendix E2)

Appendix Number	AAAA0050	Subject Species	N/A
Title			
Creation Date	04/09/2019 17:31:05	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

General Instructions ?

Formaldehyde is a hazardous chemical with a regulatory permissible exposure limit established by the OSHA. By submitting this appendix, the Principal Investigator/Initiator confirms awareness of the hazardous nature of formaldehyde.

General instructions explain how to fill out appendix appropriately.

I. General Information

*The appendix will be:

*Project Title:

II. Chemical Used For:

Human Subject Research Animal Subject Research In vitro Research

III. Type of Formalin/Formaldehyde:

Formalin/Formaldehyde
 Paraformaldehyde (PFA)

IV. Laboratory Location

*Laboratory Locations ?

V. Hazard Control

*The laboratory is utilizing at least one of the engineering controls listed while working with formaldehyde. (Check all that apply):

- Certified Chemical Fume Hood
- Glove Box
- Downdraft Table
- Ducted Biological Safety Cabinet (Class II, Type B1 or B2)
- Laboratory works on an open bench top without any engineering controls and has contacted Environmental Health and Safety at occsafety@columbia.edu
- Other:

*The laboratory will be implementing one or all of the below administrative controls during work with formaldehyde. (Check all that apply):

- Lab will limit ordering and on-site storage to amounts used
- Proper storage and labeling of chemicals and hazardous waste ?
- Work on an open bench top with amounts smaller than 0.1 mL
- Work on an open bench top with amounts larger than 0.1 mL and have contacted Environmental Health and Safety at occsafety@columbia.edu

*The laboratory will be utilizing the appropriate personal protective equipment including:

- Lab Coat
- *Disposable Gloves: Nitrile Latex Vinyl
- Safety Glasses/Goggles
- Respirator ?

Save

SAVE: Work will be deleted if not saved after each section

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For Appendix G

Tips: Irradiator information and Radiation in animals are now separate sections: clicking yes will expand the section. Not all Radiation trainings listed will be relevant to work performed in the Lab. Reach out to the Radiation Safety Office to determine training requirements. rsocumc@columbia.edu.

Instructions:

1. Fill out Appendix G.
2. Save
3. If attaching documents, use the Attachments section in the Left hand side.
4. Do not Add personnel in Appendix, Personnel from your IACUC protocol will be automatically imported during the IACUC submission process.
5. Navigate to your IACUC protocol to attach the Appendix G.

Columbia University's RASCAL - F x

https://staging.rascal.columbia.edu/hazmats/appendix/G/AAAR0100/generalInformation

RASCAL Hazardous Materials

Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | HIPAA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal

APG-AAAR0100
Status: Creating

Appendix Content

- General
- Personnel
- Attachments
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

- View History
- View Datasheet

Haz Mats

- Haz Mats Menu
- [RASCAL Menu]

Use of Radiation in Animals (Appendix G)

Appendix Number	AAAR0100	Subject Species	N/A
Title			
Creation Date	04/09/2019 17:34:54	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

General Instructions ?

I. General Information

*The appendix will be: ~Select~

*Project Title:

*Description of activities:

II. Irradiator

*Is this Form for use of Irradiator?
 Yes No

III. Radiation Use

*Is radiation used in animals, excluding the Irradiator?
 Yes No

Save

General instructions explain how to fill out appendix appropriately.

To attach documents to Appendix, use Attachments Tab

SAVE: Work will be deleted if not saved after each section

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Adding Attachments to Appendix G:

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 https://staging.rascal.columbia.edu/hazmats/appendix/G/AAAR0100/attachment

RASCAL RASCAL Hazardous Materials

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APG-AAAR0100
 Status: Creating

Appendix Content

- General
- Personnel
- Attachments**
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

- View History
- View Datasheet

Haz Mats

- Haz Mats Menu
- [RASCAL Menu]

Use of Radiation in Animals (Appendix G)

Appendix Number	AAAR0100	Subject Species	N/A
Title			
Creation Date	04/09/2019 17:34:54	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

III. Attachments

*Document Identifier

*Document Type --Select-- | v

*File (max file size is 75 MB): No file chosen

View Document	File Name	Document Type	Date Attached	Attached By	Edit	Detach
No data to display						
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For Appendix I

Tips: EH&S primary objective is to determine if DEA controlled Substance use is licensed by the New York State Department of Health. When applicable, attach a valid license to the Appendix using the Attachments Section.

Instructions:

1. Fill out Appendix I.
2. Save
3. Attach NYS DOH Controlled Substance license directly to the Appendix using the Attachments section in the Left hand side.
4. Do not Add personnel in Appendix, Personnel from your IACUC protocol will be automatically imported during the IACUC submission process.
5. Navigate to your IACUC protocol to attach the Appendix I.

Columbia University's RASCAL - F x +

https://staging.rascal.columbia.edu/hazmats/appendix/I/AAAT1250/generalInformation

RASCAL Hazardous Materials

Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | HIPAA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal

API-AAAT1250
Status: Creating

Appendix Content

- General
- Personnel
- Attachments
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

- View History
- View Datasheet

Haz Mats

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Use of Controlled Substances in Animals (Appendix I)

Appendix Number	AAAT1250	Subject Species	N/A
Title			
Creation Date	04/09/2019 18:05:56	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

General Instructions

I. General Information

*The appendix will be: ~Select~

*Project Title

II. Controlled Substances

*Controlled Substances

Name of Controlled Substance	Source	Modify	Delete
No data to display			

III. Laboratory Location

*Laboratory Locations

Campus	Building	Room	Modify	Delete
No data to display				

IV. Licensing Information

Please answer Yes or No.

*Is the Principal Investigator in possession of a New York State Department of Health (NYS DOH) Class 4 (researcher, individual, schedules II-IV) or Class 7 (researcher, individual, schedule I only)? This appendix must be accompanied by an attached copy of the PI's NYSDOH Controlled Substance license in the "Attachments" section.

Yes No

*The Principal Investigator is in possession of a Drug Enforcement Administration(DEA) registration?

Yes No

*DEA Registration #:

To attach documents to Appendix, use Attachments Tab

General instructions explain how to fill out appendix appropriately.

SAVE: Work will be deleted if not saved after each section

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Adding Attachments to Appendix I:

Columbia University's RASCAL - F x

← → ↻ <https://staging.rascal.columbia.edu/hazmats/appendix/1/AAAT1250/attachment>

RASCAL Hazardous Materials

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API-AAAT1250
Status: **Creating**

Appendix Content

- General
- Personnel
- Attachments**
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

- View History
- View Datasheet

Haz Mats

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Use of Controlled Substances in Animals (Appendix I)

Appendix Number	AAAT1250	Subject Species	N/A
Title			
Creation Date	04/09/2019 18:05:56	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

III. Attachments

*Document Identifier

*Document Type --Select--

*File (max file size is 75 MB): Choose File No file chosen

Save Cancel

View Document	File Name	Document Type	Date Attached	Attached By	Edit	Detach
No data to display						
0 - 0 of 0 results « < 1 > » 50 ▾						

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 Columbia University Information Technology
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 New York, NY 10027
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How to Attach Appendices to IACUC protocol

Instructions:

1. Go to the Animal Care Section in Rascal. Either "Create a Protocol" for a new Protocol or find existing protocol under "My Protocols" (May also find your protocols under "My RASCAL")
2. Go to Hazardous Materials on the left hand side
3. Click Yes for "Will animals be exposed to hazardous agents or radiation?" This will allow the Appendix Section to appear, listing all the Appendices created. Based on title and/or Appendix Number, find the relevant Appendices you want to attach to IACUC protocol and click "Attach"
4. A pop up box will appear in order to add personnel. If personnel will handle hazardous material, they are to be selected.
 - a. Note: All "included" protocol staff must complete or renew all required training before Appendix approval. Note that incomplete or expired training will result in a "Hold" and may prolong the approval process. Please ensure all training records are up to date before attachment and submission to expedite timely review.
 - b. Once you have attached the Appendix, you can view the Appendix to view that the personnel tab is populated. Click The Appendix Number and a new tab will open to show the datasheet. If personnel have expired training (Expired) or never had training (incomplete), this datasheet can be printed out or emailed to the relevant personnel so they can expediently update their required safety trainings.
5. Save
6. After completing everything else in the IACUC protocol it is time to Submit. Before Submission, the HazMats Attestation is a new requirement to be completed by the PI before PI submission.
7. Under Protocol Action, click HazMats Attestation.
8. Read through the material and click certify. The next warning note also has to be acknowledged. **Note:** If any changes are made to the attached appendices after this attestation, the attestation will need to be re-certified.
9. The next page will state that the "HazMats attestation has been completed."
10. Under Protocol Action, click submit. At this point a validation check occurs for anything missing from the IACUC protocol or the Appendix. If there is a problem, follow the instructions on the screen to navigate back to the problem areas. Otherwise, you will be allowed to proceed with IACUC protocol submission.



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Status: Still Creating...

AC-AAAY7455

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Pain Categorization

Personnel

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Endpoint Criteria

Hazardous Materials

Standard Procedure Descriptions

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Animal Care

Protocol Overview

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Title	test	Protocol Number	AC-AAAY7455
Originating Department	8211402-EHS Environ Health Sci Rsch	Species	Guinea Pig
Date Created	October 25, 2018 2:54:56 PM	Protocol Initiator	Aderemi Dosunmu (ad3241)
Principal Investigator		Number of Animals	
Current user	Aderemi Dosunmu (ad3241)	Protocol Year	1 - Modification 00

SECTION I. GENERAL INSTRUCTIONS

This questionnaire assures Columbia University's (CU) compliance with:

- CU Policies [here](#) and [here](#).
- The Federal Animal Welfare Act
- The United States Department of Agriculture (USDA) Animal Welfare Act Regulations
- The Public Health Service Policy on Humane Care and Use of Laboratory Animals
- The Rules of Accreditation from the Association for Assessment and Accreditation of Laboratory Animal Care International
- The New York State Department of Health

Last saved time: 2018-10-25 14:54:56

Protocol Type

Being Submitted To

Title
(maximum 255 characters)

Is this a triennial protocol? No Yes

Originating Department EHS Environ Health Sci Rsch

Species

Save

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RASCAL Animal Care

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AC-AAAY7455

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Title test
Originating Department 8211402-EHS Environ Health Sci Rech
Date Created October 25, 2018 2:54:36 PM
Principal Investigator Aderemi Dosunmu (ad3241)
Current user Aderemi Dosunmu (ad3241)

Protocol Number AC-AAAY7455
Species Guinea Pig
Protocol Initiator Aderemi Dosunmu (ad3241)
Number of Animals
Protocol Year 1 - Modification 00

SECTION X. Hazardous Materials

Last saved time: 2019-04-09 18:37:05

Attached Appendices

Number	Type	Title	Date Created	Initiator	Approval Letter	Action	Staff	Replace with a copy
APA-AAAD8757	Biosafety(Appendix A)	Test 123	04/09/2019 18:13:57	Aderemi Dosunmu (ad3241)		Detach	Edit	

All Released Appendices

Action	Type	Number	Title	Date Created	Initiator
Attach	Biosafety(Appendix A)	APA-AAAD8750		04/09/2019 09:23:38	Aderemi Dosunmu (ad3241)
Attach	Biosafety(Appendix A)	APA-AAAD8751		04/09/2019 10:40:31	Aderemi Dosunmu (ad3241)
Attach	Biosafety(Appendix A)	APA-AAAD8753		04/09/2019 16:10:04	Aderemi Dosunmu (ad3241)
Attach	Biosafety(Appendix A)	APA-AAAD8756		04/09/2019 16:33:39	Aderemi Dosunmu (ad3241)
Attach	Recombinant DNA(Appendix A1)	APA1-AAAD3004	Test Project	04/27/2016 13:31:44	Aderemi Dosunmu (ad3241)

To view the Appendix datasheet, with the imported personnel, click on the Appendix. This can be provided to staff to inform them of training requirements to **prevent** delay of the approval process.

Complete HazMats Attestation before protocol submission

RASCAL Animal Care

Status: Still Creating...
AC-AAAY7455

General
Funding
Pain Categorization

Protocol Action
HazMats Attestation
Submit Protocol
Delete Protocol

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Information Message

Because this protocol has indicated the use of hazardous materials or other potentially infectious materials, the PI must complete an attestation of compliance to proper procedures. Please complete the attestation by clicking on the button below.

Appendix Attestation:

Appendix A :

- Personnel with exposure to human blood, unfixed tissues or cell lines will be informed that CU offers all staff the Hepatitis B vaccine.
- The Principal Investigator and the laboratory staff will be adequately trained on procedures for the proposed research.
- The Principal Investigator and the laboratory staff have taken the appropriate safety trainings on Rascal provided by EH&S (to determine trainings required, see <https://research.columbia.edu/sites/default/files/content/EHS/Training/DetermineYourSafetyTrainingRequirements.pdf> and for training scheduling see: <https://research.columbia.edu/content/safetytrainings>.)
- Research staff must observe the following Regulated Medical Waste disposal procedures:
 - Dispose of syringes/needles (without separation), serological pipettes (glass or plastic), glass Pasteur pipettes, and other sharps in a sharps container.
 - Dispose of all other potentially infectious waste in red bags. All containers and bags must have the PI's name & room number.
 - It may be necessary to autoclave waste of certain infectious agents before disposal as red bag waste. EH&S will determine if autoclaving is necessary as part of the evaluation of this document.
- Research staff must observe the following procedures in case of emergency:
 - In the event of overt personal exposure, Wash exposed skin with soap and water, for eye/face exposures use eye wash. Report to Workforce Health and Safety or Student Health Services. During nights and weekends, go to NYP (CUMC) or St. Luke's-Roosevelt (Montross) Emergency Room.
 - For first-aid Print and Go sheets are available here: <https://research.columbia.edu/content/print-and-go-sheets.pdf>
 - For spills/releases, treat the contaminated area with 10% household bleach solution (freshly prepared daily) for 20 minutes and then clean it up. Dispose of all solid waste as red bag waste.

Appendix E1 :

- All engineering control devices used in conjunction with the protocol, including, but not limited to chemical fume hoods, are currently certified and properly maintained.
- Manageable Spills are categorized as a chemical or biological release that is capable of being cleaned up by laboratory staff based on their knowledge, skills, abilities, and the resources available to them at the time of the release. Chemical spills must be cleaned up promptly, efficiently, and properly.
- All staff are to be trained in the appropriate response to release of, or exposure to, protocol-related hazardous materials.
 - All manageable chemical spills will be cleaned using the chemical specific spill kit.
 - All unmanageable chemical spills should be immediately reported to EH&S at jsafety@columbia.edu or call 212-305-6780
 - All biological spills will be treated/cleaned with a freshly-prepared bleach solution or other appropriate disinfectant.
- Medical attention will be sought in the event of an exposure at Workforce Health and Safety or the NY Presbyterian Hospital Emergency Room.
- Personal protective equipment will be made available and used at all times during protocol activities involving potential exposure to hazardous chemicals. At a minimum, PPE will include gloves, lab coats and protective eyewear.
- Laboratories may not ship hazardous chemicals. Reach out to EH&S at jsafety@columbia.edu or call 212-305-6780.
- I acknowledge and accept responsibility for the safe conduct of research involving the aforementioned hazardous materials.

Hit CERTIFY button only ONCE to complete attestation.

Cancel | CERTIFY

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Information Message
Because this protocol has indicated the use of hazardous materials or other potentially infectious materials, the PI must complete an attestation of compliance to proper procedures. Please complete the attestation by clicking on the button below.

Appendix Attestation:
Appendix A:

- Personnel with exposure to human blood, unfixed tissues or cell lines will be informed that CU offers all staff the Hepatitis B vaccine.
- The Principal Investigator and the laboratory staff (s) will be adequately trained on procedures for the proposed research.
- The Principal Investigator and the laboratory staff have taken the appropriate safety trainings on Rascal provided by EH&S (to determine trainings required, see <https://research.columbia.edu/sites/default/files/content/CIU-6-Training-Calendar-Your-Safety-Training-Requirements.pdf>) and for training scheduling see: <https://research.columbia.edu/content/safety-training.pdf>.
- Research staff must observe the following Regulated Medical Waste disposal procedures:
 - Dispose of syringes/needles (without separation), serological pipettes (glass or plastic), glass Pasteur pipettes, and other sharps in a sharps container.
 - Dispose of all other potentially infectious materials in seal breakers. All infectious seal breakers must be placed in a red bag.

Please Confirm
Read the attestation carefully. Also, make sure all of the Hazardous Materials appendix information has been completed. If any changes are made to the attached appendices after this attestation, the protocol will need to be approved again.

Cancel OK

For spills/releases, treat the contaminated area with 10% household bleach solution (freshly prepared daily) for 20 minutes and then clean it up. Dispose of all solid waste as red bag waste.

Appendix E1:

- All engineering control devices used in conjunction with the protocol, including, but not limited to chemical fume hoods, are currently certified and properly maintained.
- Manageable Spills are categorized as a chemical or biological release that is capable of being cleaned up by laboratory staff based on their knowledge, skills, abilities, and the resources available to them at the time of the release. Chemical spills must be cleaned up promptly, efficiently, and properly.
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 - All manageable chemical spills will be cleaned using the chemical specific spill kit.
 - All unmanageable chemical spills should be immediately reported to EH&S at lab安全@columbia.edu or call 212-305-0780.
 - All biological spills will be treated/cleaned with a freshly-prepared bleach solution or other appropriate disinfectant.
- Medical attention will be sought in the event of an exposure at Workforce Health and Safety or the NY Presbyterian Hospital Emergency Room.
- Personal protective equipment will be made available and used at all times during protocol activities involving potential exposure to hazardous chemicals. At a minimum, PPE will include gloves, lab coats and protective eyewear.
- Laboratories may not ship hazardous chemicals. Reach out to EH&S at lab安全@columbia.edu or call 212-305-0780.
- I acknowledge and accept responsibility for the safe conduct of research involving the aforementioned hazardous materials.

Hit CERTIFY button only ONCE to complete attestation.

Cancel CERTIFY

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HazMats Attestation
HazMats attestation has been completed.

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Continue on to Protocol Submission. Data Validation checks are completed here. If there are problems with either the Protocol or the Appendix, the

How to Edit an Appendix: During a Continuation, Modification, or to address EH&S HOLD comments (Detach/Reattach is no longer required for editing, you may click on the attached Appendix itself to edit)

Instructions:

1. In your IACUC protocol, select “Hazardous Materials” on the left-hand menu.
2. Click on the appendix link in blue under “Attached Appendices”.
3. A new tab will open with the appendix. Make changes where relevant and select “Save” at the bottom of the form. Once the form has been saved successfully, the changes are synced to the IACUC protocol. The tab can be closed.
4. Click “Save” above the attached appendices.
5. Once the protocol and appendices are ready to submit, the PI will be required to complete the HazMats Attestation.
6. Under “Protocol Action”, select “HazMats Attestation”.
7. Read through the material and select certify. The next warning note also has to be acknowledged.
 - a. **Note:** If any changes are made to the attached appendices or if it is detached and re-attached after this attestation, the Attestation will need to be re-certified.
8. The next page will state that the “HazMats attestation has been completed.”
9. Under “Protocol Action”, select “Submit”. At this point a validation check occurs for anything missing from the IACUC protocol or the appendix. If there is a problem, follow the instructions on the screen to navigate back to the problem areas. Otherwise, you will be allowed to proceed with IACUC protocol submission.

Columbia University's RASCAL - x
 https://www.rascal.columbia.edu/iacuc/protocol/120953/attachAppendix

RASCAL Animal Care

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Status: Still Creating...
 AC-ABRG600

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SECTION X. Hazardous Materials

Will animals be exposed to hazardous agents or radiation?
 No Yes

If **yes**, describe and list:

Complete

Biosafety
 Laser (Appendix D)
 Hazardous
 Isoflurane
 Formaldehyde
 Use of Radiation (Appendix G)
 Use of Controlled Substances (Appendix I)

Save

Last saved time: 2019-07-02 16:10:30

Attached Appendices

Number	Type	Title	Date Created	Initiator	Approval Letter	Action	Staff	Replace with a copy
APA-ABV8760	Biosafety(Appendix A)		06/26/2019 11:23:21	Aderemi Dosunmu (ad3241)		Detach	Edit	
APD-AAAA7703	Laser(Appendix D)		06/12/2019 15:37:26	Aderemi Dosunmu (ad3241)		Detach	Edit	
APF-AAA65503	Use of Hazardous Chemicals in Animals(Appendix E)		05/31/2019 10:18:01	Cody Cameron (cc4282)		Detach	Edit	
APG-AAAR9101	Use of Radiation in Animals(Appendix G)		05/17/2019 09:40:30	Aderemi Dosunmu (ad3241)		Detach	Edit	
API-AAA93303	Controlled Substances(Appendix I)		06/06/2019 15:28:30	Aderemi Dosunmu (ad3241)		Detach	Edit	

All Released Appendices

Action	Type	Number	Title	Date Created	Initiator
Attach	Biosafety(Appendix A)	APA-AADD3757		05/01/2019 12:48:36	Aderemi Dosunmu (ad3241)
Attach	Biosafety(Appendix A)	APA-AAVA3775		05/23/2019 10:26:12	Aderemi Dosunmu (ad3241)
Attach	Biosafety(Appendix A)	APA-AAVA3779		05/23/2019 11:01:05	Aderemi Dosunmu (ad3241)

Select the link to directly edit the appendix

Columbia University's RASCAL - x
 https://www.rascal.columbia.edu/hazmats/appendix/ABV8760/generaladministration

RASCAL Hazardous Materials

Local | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | IRBA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal

APA-ABV8760
 Status: Create (Protocol Status)

Appendix Content
 General
 Microorganism Information
 Human Tissue and Cell Culture Section
 Safety Equipment and Practices
 Personnel
 Attachments
 Protocol/Proposal

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 Copy Appendix
 Delete Appendix

Appendix View
 View History
 View Datasheet
 View Correspondence

Haz Mats
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Biosafety (Appendix A)

Appendix Number: ABV8760
 Subject Species: Rhinoceros

Title:
 Creation Date: 06/26/2019 11 23 21
 Initiator: Aderemi Dosunmu (ad3241)

You are: Aderemi Dosunmu (ad3241)
 Appendix Submitted: N/A

General Instructions

I. General Information

*The appendix will be: Used/Administered as part of a Columbia University IACUC or IRB protocol

*Project Title: test

*Describe methodologies/manipulations of the work performed. In brief describe the lab's research goals and the methodologies involved to accomplish these goals. If applicable, include any recombinant DNA gene manipulations such as gene editing (e.g., CRISPR, TALENs, zinc fingers):
 test

*Are there any relevant vaccinations or work restrictions/considerations that should be acknowledged in regards to work with the biological material?

Hepatitis B Vaccination
 Rabies Virus Vaccination
 Immunocompromised Status
 Pregnancy
 Non-Applicable
 Other

*If a lab acquired infection were to occur, what therapy is available?:
 test

II. Collaborations/Procurement

*Where will the biological materials (viral vector/bacteria/virus/clinical specimen/cell line/other microorganism) be procured from?:

The appendix will open in a new tab

Columbia University's RASCAL - X Columbia University's RASCAL - X
 https://www.rascal.columbia.edu/hazmats/appendix/A/ABVV8760/generalInformation

RASCAL Hazardous Materials

Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | IRB/AA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal

APA-ABVV8760
 Status: Create (Protocol Status)

Appendix Content

- General
- Microorganism Information
- Human Tissue and Cell Culture Section
- Safety Equipment and Practices
- Personnel
- Attachments
- Protocol/Proposal

Appendix Action

- Copy Appendix
- Delete Appendix

Appendix View

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Company/Core Facility/Repository.
 Collaborator (Name/University).
 Other:
 *Will this project be a research collaboration where recombinant DNA or infectious material is shared between different campuses at Columbia?
 Yes No
 *Will this project be a research collaboration where recombinant DNA or infectious material is shared between different institutions?
 Yes No

III. Dual Use Research of Concern (DURC)

Dual Use Research of Concern (DURC) is defined as: life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, material, or national security.

*Does the research in question meet the definition of dual use research of concern?
 Yes No

IV. Laboratory Location

*Laboratory Locations

Campus	Building	Room	Modify	Delete
Medical Center	Medical Center - Babies Hospital North	101		

V. Recombinant DNA

*Is Recombinant DNA being used? Yes No

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After editing the appendix, "Save" the form and close the tab.

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 https://www.rascal.columbia.edu/iacuc/protocol/120953/attachAppendix

RASCAL Animal Care

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Status: Still Creating...
 AC-AABB6500

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- Submit Protocol
- Delete Protocol

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SECTION X. Hazardous Materials

Will animals be exposed to hazardous agents or radiation?
 No Yes

If yes, describe and list:

Complete the following applicable APPENDICES:
 Biosafety for Recombinant DNA/Infectious Agent (Appendix D):
 Laser (Appendix D):
 Hazardous Chemicals (Appendix E):
 Isoflurane (Appendix E1):
 Formaldehyde (Appendix E2):
 Use of Radiation in Animals (Appendix G):
 Use of Controlled Substances (Appendix I):

Last saved time: 2019-07-02 16:10:38

Attached Appendices

Number	Type	Title	Date Created	Initiator	Approval Letter	Action	Staff	Replace with a copy
APA-ABVV8760	Biosafety(Appendix A)		06/26/2019 11:23:21	Aderemi Dosunmu (ad3241)		Detach	Edit	
APD-AAA7703	Laser(Appendix D)		06/12/2019 15:37:26	Aderemi Dosunmu (ad3241)		Detach	Edit	
APF-AAAG5503	Use of Hazardous Chemicals in Animals(Appendix E)		05/31/2019 10:18:01	Cody Cameron (cc4282)		Detach	Edit	
APG-AAAR8101	Use of Radiation in Animals(Appendix G)		05/17/2019 09:40:30	Aderemi Dosunmu (ad3241)		Detach	Edit	
API-AAAU5303	Controlled Substances(Appendix I)		06/06/2019 15:28:30	Aderemi Dosunmu (ad3241)		Detach	Edit	

All Released Appendices

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Attach	Biosafety(Appendix A)	APA-AAVA3779		05/23/2019 11:01:05	Aderemi Dosunmu (ad3241)

Select "Save", and continue with IACUC submission, inclusive of the HazMat Attestation (PI certification)

RASCAL Animal Care

Status: Still Creating...
AC-AAAY7455

Information Message
Because this protocol has indicated the use of hazardous materials or other potentially infectious materials, the PI must complete an attestation of compliance to proper procedures. Please complete the attestation by clicking on the button below.

Appendix Attestation:

Appendix A:

- Personnel with exposure to human blood, unfixed tissues or cell lines will be informed that CU offers all staff the Hepatitis B vaccine.
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- The Principal Investigator and the laboratory staff have taken the appropriate safety trainings on Rascal provided by EH&S (to determine trainings required, see: <https://research.columbia.edu/sites/default/files/content/EHS/Training/DetermineYourSafetyTrainingRequirements.pdf>) and for training scheduling see: <https://research.columbia.edu/content/safety-trainings/#/>
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- Research staff must observe the following procedures in case of emergency:
 - In the event of acute personal exposure, wash exposed skin with soap and water, for eye/facial exposures use eye wash. Report to Workforce Health and Safety or Student Health Services. During nights and weekends, go to NYP (CUMC) or St. Luke's-Roosevelt (Morningside) Emergency Room.
 - For first-aid First and Go sheets are available here: <https://research.columbia.edu/content/first-and-go-sheets/#/>
 - For spills/releases, treat the contaminated area with 10% household bleach solution (freshly prepared daily) for 20 minutes and then clean it up. Dispose of all solid waste as red bag waste.

Appendix E1:

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- I acknowledge and accept responsibility for the safe conduct of research involving the aforementioned hazardous materials.

HE CERTIFY button only ONCE to complete attestation.

Cancel CERTIFY

Complete HazMats Attestation before protocol submission

RASCAL Animal Care

Status: Still Creating...
AC-AAAY7455

Information Message
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Appendix Attestation:

Appendix A:

- Personnel with exposure to human blood, unfixed tissues or cell lines will be informed that CU offers all staff the Hepatitis B vaccine.
- The Principal Investigator and the laboratory staff (as well as adequately trained on procedures for the proposed research.
- The Principal Investigator and the laboratory staff have taken the appropriate safety trainings on Rascal provided by EH&S (to determine trainings required, see: <https://research.columbia.edu/sites/default/files/content/EHS/Training/DetermineYourSafetyTrainingRequirements.pdf>) and for training scheduling see: <https://research.columbia.edu/content/safety-trainings/#/>
- Research staff must observe the following Regulated Medical Waste disposal procedures:
 - Dispose of syringes/needles (without separation), serological pipettes (glass or plastic), glass Pasteur pipettes, and other sharps in a sharps container.

Please Confirm
Read the attestation carefully. Also, make sure all of the Hazardous Materials appendix information has been completed. If any changes are made to the attached appendices after this attestation, the protocol will need to be approved again.

Cancel OK

RASCAL Animal Care

Status: Still Creating...
AC-AAAY7455

HazMats Attestation
HazMats attestation has been completed.

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Rascal, Research Administration and Compliance Application
Columbia University Information Technology
615 West 131st Street, 6th Floor
New York, NY 10027
Phone: (212) 851-0213

HazMats Attestation is now complete

Continue on to Protocol Submission. Data Validation checks are completed here. If there are problems with either the Protocol or the Appendix, the follow the instructions on the screen to navigate back to the problem areas. Otherwise, you will be allowed to proceed with IACUC protocol submission.

Researcher Profile Page: Information can be auto-populated to your Appendix.

Instructions: On the HazMats Page click on “Researcher Profile.”

A new page will open where Lab locations, Assets (Biosafety Cabinets, Fume Hoods, and Lasers), RAM permit Number, and Controlled Substance License can be added. When creating a new Appendix this information will auto-populate to the form.

Note: Researcher is responsible to occasionally check-in and update this information. So if the lab moves or obtains new engineering control certification dates, go into the Research Profile Page to update the information here so information in the Appendix will be accurate.

RASCAL Hazardous Materials

Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | HIPAA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal

Haz Mats

- Haz Mats Menu
- [RASCAL Menu]

READ AND PRINT GENERAL INSTRUCTIONS

- Create an Appendix: ~Select~ Create
- Researcher Profile** ←
- Hepatitis B Vaccine Notification Form
- Human Subjects - JRSC Application
- Human Subjects - RDRC Application
- Retrieve an Appendix AP ~Select~ : XXXX0000 Retrieve
- Search for an Appendix
- Hazmats Reports
- Notification Queue
- Edit Personal Information
- Safety Officer Approval Queue
- Radiation Safety - Preliminary Review Queue
- Radiation Safety - Assign Primary Reviewer Queue
- Radiation Safety - Approval Queue
- Radiation Safety - Committee Queue
- IRB Human Materials Attestation Search

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The Researcher Profile page centralizes various items of demographic information and other data points for transfer and automated input into Haz Mats Appendices. Researchers can experience expedited and accurate Appendix completion by including as much information in this profile as possible. Once complete, information will be added into any new Appendices that are created. Fields that have more than one entry will be available for selection when completing an Appendix, and updated information will be available for input into new Appendices when the information is changed in the Profile page.

I. Lab Location(s)

Laboratory Locations

Campus	Building	Room	Modify	Delete
No data to display				

II. Asset(s)

Assets

Asset	Certification Date	Registration Number	Modify	Delete
No data to display				

III. RAM Permit

RAM Permit Number: Save RAM Permit Number

IV. Controlled Substances License(s)

Document Identifier:

Document Type: Controlled Substances License

File (max file size is 75 MB): No file chosen

View Document	File Name	Document Type	Date Created	Edit	Detach
No data to display					

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