How to Create Appendices for NYSPI-RFMH Studies for Direct Submission to EH&S

- 1. Go to RASCAL: www.rascal.columbia.edu. Login with your UNI and password
- 2. Go to Hazmats. Create an Appendix. Click on Dropdown to choose your Appendix.
- 3. For Each Appendix, see tips and instructions below.
- 4. See Page 30 for information regarding EH&S Correspondence and Review and Approval
- 5. **FYI:** These Appendices are called "Standalone" because they are directly submitted to the EH&S office and not through a Columbia compliance committee e.g., Columbia IACUC or Columbia IRB. (for NYSPI-in vitro instructions please contact EH&S for the in-vitro How-to Document)
- 6. **IMPORTANT:** PI must certify attestation for submission. If you are creating Appendix for your PI, keep track of Appendix Number so you can provide it to them.

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For Appendix A

<u>**Tips</u>**: There are multiple sections to this Appendix. Fill Form in order and always save when section is completed. Each page must be filled in its entirety to save. If cannot fill out Appendix A in one session, fill out remaining section you are working on, and return back to the Appendix later to complete the remaining sections.</u>

This protocol must be renewed annually

Instructions:

- 1. Fill out Appendix A.
- For the 1st Question, indicate that this is a Standalone Appendix. For the dropdown "*The appendix will be:" Choose "Submitted as Standalone".
- 3. The next question is to determine type of Standalone; for the dropdown "***This standalone appendix is for:**" Choose "NYSPI-RFMH study"
- 4. Fill out First Section "General". Click Save.
- 5. Fill out Microorganism Section next. Click Save.
 - a. When you add microorganisms and state that you will be utilizing animals or arthropods a new section will appear, called "Microorganism in Animals" and/or "Microorganisms in Invertebrates" and your inputted microorganisms information was added to these sections. Describe the work in animals and/or insects as relevant. Click Save.
- 6. Fill out "Human Tissue and Cell Culture" Section. Click Save.
- 7. Fill out "Safety Equipment and Practices" Section. Click Save.
- 8. Add all personnel who may handle the hazardous/infectious material to the Appendix. UNI lookup is available. Remember to Identify the Principal Investigator.
 - a. Researchers can now clearly see if there are safety training deficits. Training deficits will delay Appendix approval. 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.
- 9. If attaching documents, use the Attachments section in the Left hand side.
- 10. On the left hand side, Under Appendix Action, Click Submit Standalone Appendix. For the confirmation, click Ok
- 11. The new Attestation piece will come up. This must be signed by PI. Read carefully and Certify.
- 12. Appendix is now submitted and will be routed to EH&S for review.

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For Animals and/or Invertebrates (insects/arthropods):

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For Appendix D

<u>**Tips**</u>: Laser Registration is a form provided by the Laser Safety Officer. Approval number is found at the bottom of the laser registration form. Laser approval number is provided by EH&S. To inquire what the approval number is, contact <u>lasersafety@columbia.edu</u>.

If Laser registration form is needed, fill out the form in the link and attach in the Attachments Section of the Appendix D. This Appendix expires at the Y3 of the Protocol.

Instructions:

- For the 1st Question, indicate that this is a Standalone Appendix. For the dropdown "*The appendix will be:" Choose "Submitted as Standalone".
- The next question is to determine type of Standalone; for the dropdown "This standalone appendix is for:" Choose "NYSPI-RFMH study"
- 3. Fill out Appendix D. Save.
- 4. Add all personnel who may handle the hazardous/infectious material to the Appendix. UNI lookup is available. Remember to Identify the Principal Investigator.
 - a. Researchers can now clearly see if there are safety training deficits. Training deficits will delay Appendix approval. 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. If attaching documents, use the Attachments section in the Left hand side.
- 6. On the left hand side, Under Appendix Action, Click Submit Standalone Appendix. For the confirmation, click Ok
- 7. The new Attestation piece will come up. This must be signed by PI. Read carefully and Certify.
- 8. Appendix is now submitted and will be routed to EH&S for review.

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Appendix Content	Appendix Number	AAAA7100	Subje	ct Species N/A	
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Personnel	Creation Date	04/09/2019 09:57:39		Initiator Aderemi Dosunmu (ad3241)	
Attachments	You are	Aderemi Dosunmu (ad3241)	Appendix	Submitted	
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Adding Attachments to Appendix D:

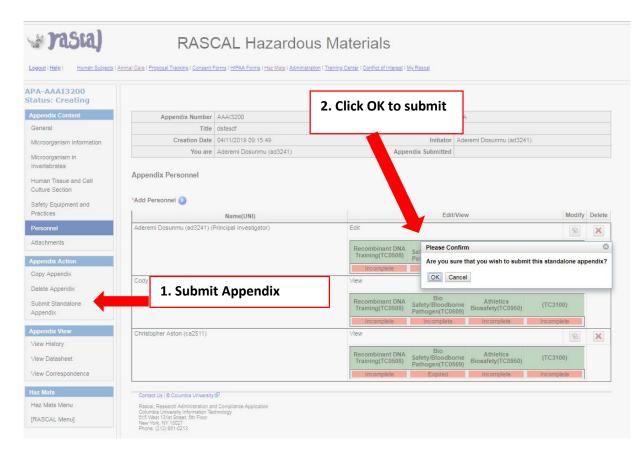
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RASCAL Hazardous Materials

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Appendix Content	Appendix Number	AAAA4201	Subject Species	N/A	
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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;

This Appendix must be renewed annually.

Instructions:

- For the 1st Question, indicate that this is a Standalone Appendix. For the dropdown "*The appendix will be:" Choose "Submitted as Standalone".
- The next question is to determine type of Standalone; for the dropdown "This standalone appendix is for:" Choose "NYSPI-RFMH study"
- 3. Fill out Appendix E. Save.
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 - a. Researchers can now clearly see if there are safety training deficits. Training deficits will delay Appendix approval. 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.
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RASCAL Hazardous Materials

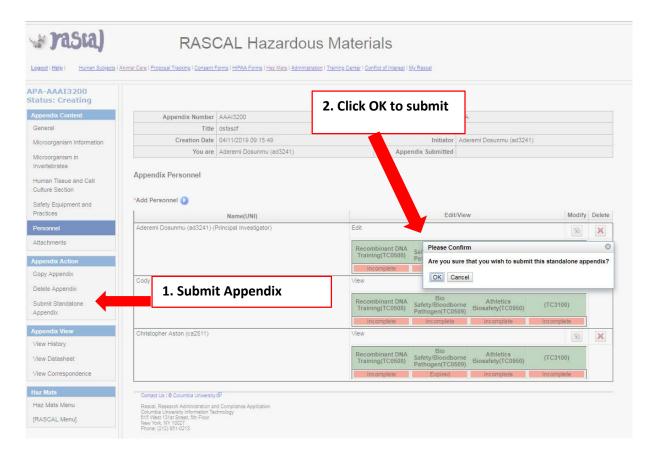
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Appendix Content	Appendix Number	AAAG4600		Subject Species	N/A			
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Personnel		04/09/2019 16:34:44	100440	Initiator	Aderemi Dosunmu (ad3241)			
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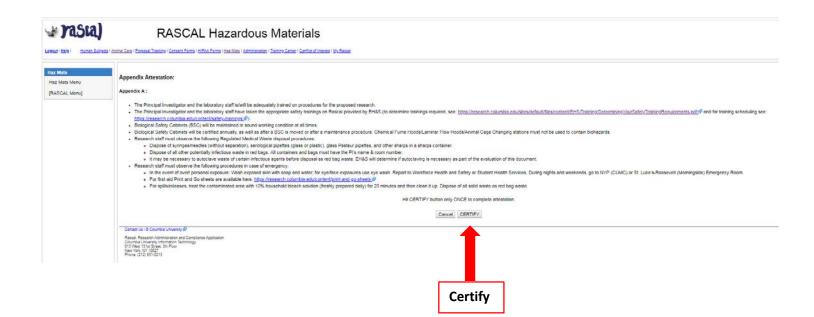
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Adding Attachments to Appendix E:

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Appendix Content	Appendix Number	AAAG4600	Subject Species	N/A	
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Submission:





For Appendix E1

<u>Tips</u>: This Appendix is for Isoflurane. This Appendix expires at Y3 of the Protocol.

Instructions:

- For the 1st Question, indicate that this is a Standalone Appendix. For the dropdown "*The appendix will be:" Choose "Submitted as Standalone".
- 2. The next question is to determine type of Standalone; for the dropdown "*This standalone appendix is for:" Choose "NYSPI-RFMH study"
- 3. Fill out Appendix E1. Save.
- 4. Add all personnel who may handle the hazardous/infectious material to the Appendix. UNI lookup is available. Remember to Identify the Principal Investigator.
 - a. Researchers can now clearly see if there are safety training deficits. Training deficits will delay Appendix approval. 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. On the left hand side, Under Appendix Action, Click Submit Standalone Appendix. For the confirmation, click Ok
- 6. The new Attestation piece will come up. This must be signed by PI. Read carefully and Certify.
- 7. Appendix is now submitted and will be routed to EH&S for review.

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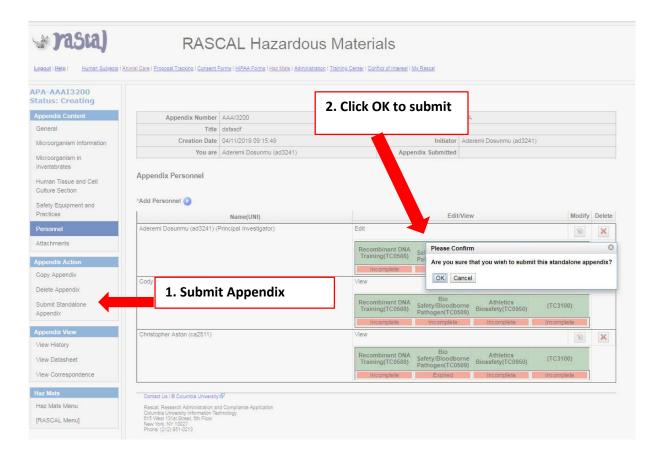
RASCAL Hazardous Materials

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

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For Appendix E2

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- For the 1st Question, indicate that this is a Standalone Appendix. For the dropdown "*The appendix will be:" Choose "Submitted as Standalone".
- The next question is to determine type of Standalone; for the dropdown "This standalone appendix is for:" Choose "NYSPI-RFMH study"
- 3. Fill out Appendix E2. Save.
- 4. Add all personnel who may handle the hazardous/infectious material to the Appendix. UNI lookup is available. Remember to Identify the Principal Investigator.
 - a. Researchers can now clearly see if there are safety training deficits. Training deficits will delay Appendix approval. 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. On the left hand side, Under Appendix Action, Click Submit Standalone Appendix. For the confirmation, click Ok
- 6. The new Attestation piece will come up. This must be signed by PI. Read carefully and Certify.
- 7. Appendix is now submitted and will be routed to EH&S for review.

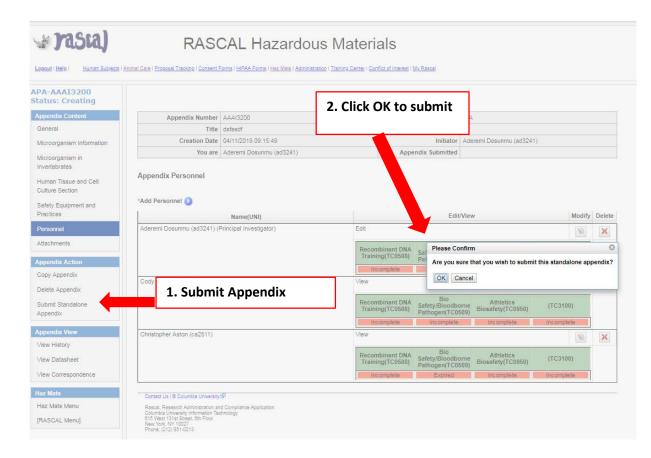
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RASCAL Hazardous Materials

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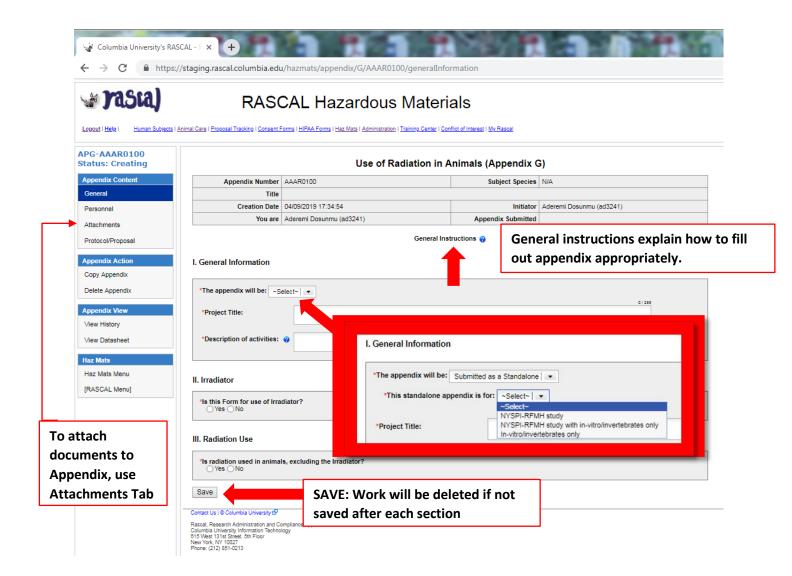
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For Appendix G

<u>**Tips</u>**: 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.</u>

Instructions:

- For the 1st Question, indicate that this is a Standalone Appendix. For the dropdown "*The appendix will be:" Choose "Submitted as Standalone".
- The next question is to determine type of Standalone; for the dropdown "This standalone appendix is for:" Choose "NYSPI-RFMH study"
- 3. Fill out Appendix G. Save.
- 4. Add all personnel who may handle the hazardous/infectious material to the Appendix. UNI lookup is available. Remember to Identify the Principal Investigator.
 - a. Researchers can now clearly see if there are safety training deficits. Training deficits will delay Appendix approval. 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. On the left hand side, Under Appendix Action, Click Submit Standalone Appendix. For the confirmation, click Ok
- 6. The new Attestation piece will come up. This must be signed by PI. Read carefully and Certify.
- 7. Appendix is now submitted and will be routed to EH&S for review.

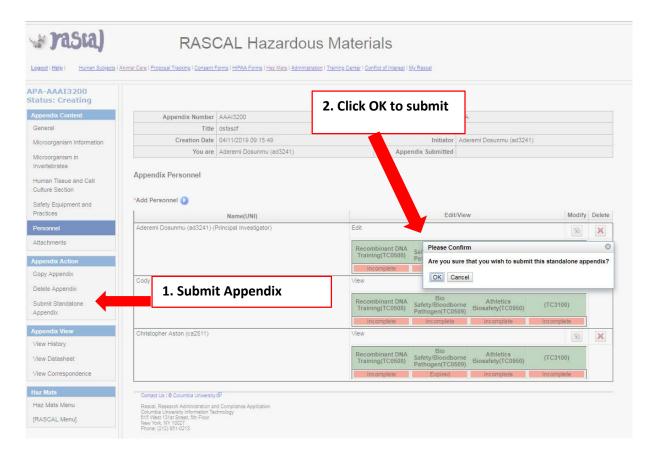


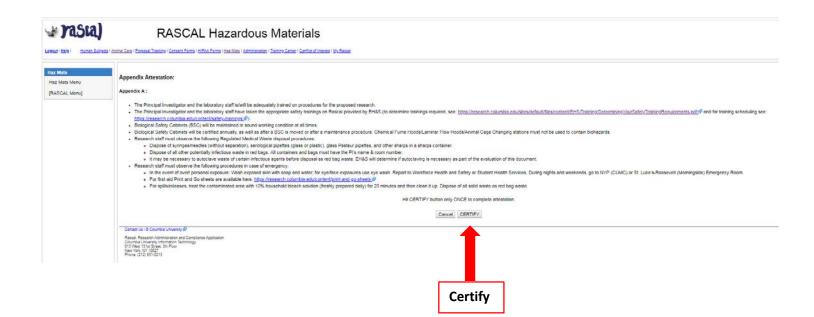
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Adding Attachments to Appendix G:

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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. This Appendix expires at the Y3 of the Protocol. **Instructions:**

- For the 1st Question, indicate that this is a Standalone Appendix. For the dropdown "*The appendix will be:" Choose "Submitted as Standalone".
- The next question is to determine type of Standalone; for the dropdown "This standalone appendix is for:" Choose "NYSPI-RFMH study"
- 3. Fill out Appendix I. Save.
- 4. Add all personnel who may handle the hazardous/infectious material to the Appendix. UNI lookup is available. Remember to Identify the Principal Investigator.
 - a. Researchers can now clearly see if there are safety training deficits. Training deficits will delay Appendix approval. 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. On the left hand side, Under Appendix Action, Click Submit Standalone Appendix. For the confirmation, click Ok
- 6. The new Attestation piece will come up. This must be signed by PI. Read carefully and Certify.
- 7. Appendix is now submitted and will be routed to EH&S for review.



RASCAL Hazardous Materials

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

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EH&S Review and Correspondence:

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EH&S will review. If the Safety Officer has comments, they will communicate this to the PI and the Appendix Initiator in an email sent via RASCAL. Follow the Link in the email to view your correspondence. DO NOT REPLY to email, this will not go to EH&S.

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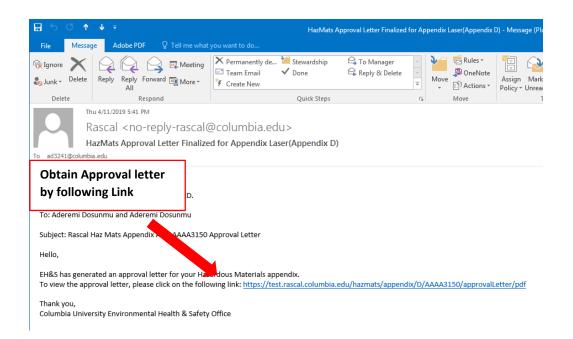
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When EH&S has approved the Appendix, a notification will also be sent to the PI and the initiator in an email sent via RASCAL. Follow the Link in the email to view your correspondence. DO NOT REPLY to email, this will not go to EH&S.

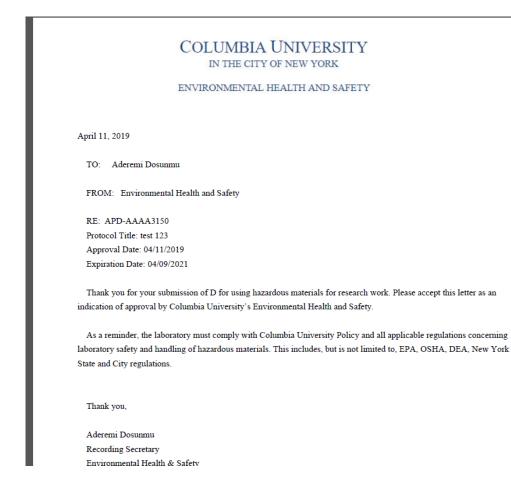
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If EH&S generated an approval letter, you will also receive an email with a link to the letter.



Approval letter



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.

<u>Note</u>: 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.

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