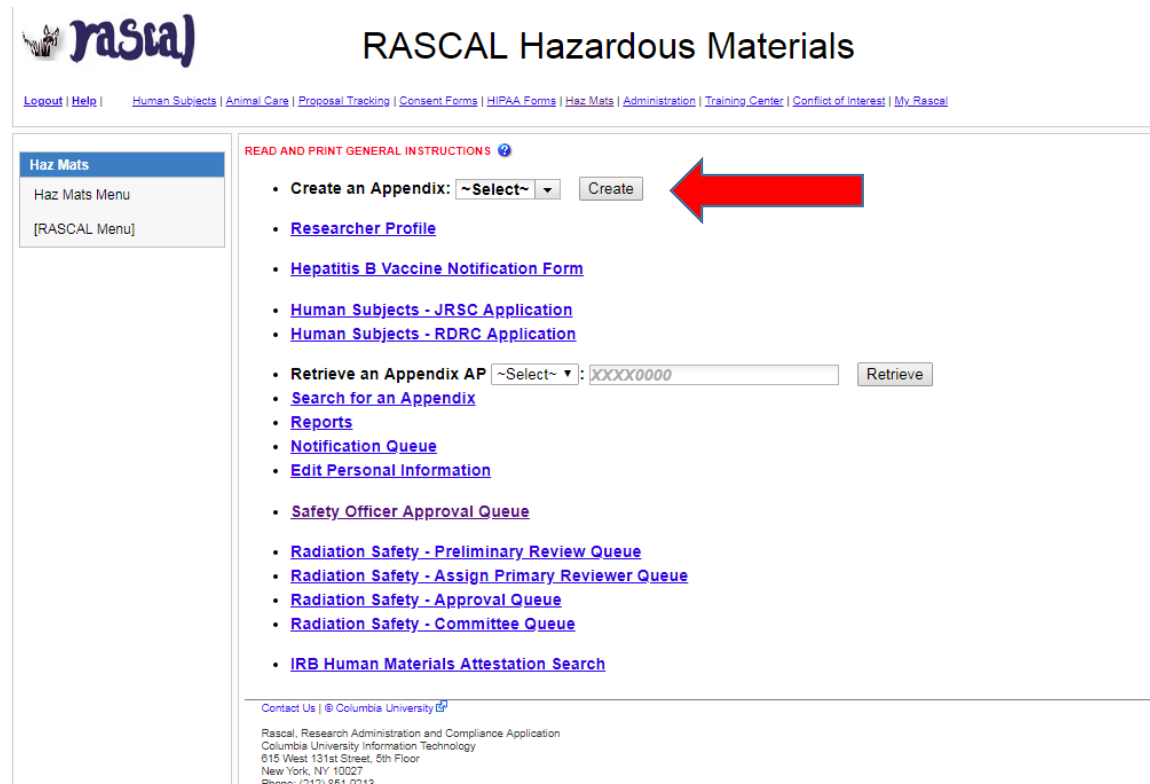


How to Create Appendices for in vitro/ex vivo/invertebrate use and submit to EH&S

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 Submission of each Appendix, see tips and instructions below.
4. See Page 23 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 another compliance committee e.g., IACUC or IRB.
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.



The screenshot shows the RASCAL homepage. At the top left is the RASCAL logo. To the right of the logo is the text "RASCAL". Below the logo is a navigation menu with links: Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | HIPAA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal. A red arrow points to the "Haz Mats" link. Below the navigation menu is a list of links: Human Subjects, Animal Care, Proposal Tracking, Consent Forms, HIPAA Forms, Hazardous Materials, Administration, Training Center, Conflict of Interest, My RASCAL, and Edit Personal Information. At the bottom of the page is contact information for Project RASCAL at Columbia University.



The screenshot shows the RASCAL Hazardous Materials page. At the top left is the RASCAL logo. To the right of the logo is the text "RASCAL Hazardous Materials". Below the logo is a navigation menu with links: Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | HIPAA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal. A red arrow points to the "Haz Mats" link. Below the navigation menu is a sidebar with links: Haz Mats, Haz Mats Menu, and [RASCAL Menu]. The main content area has a heading "READ AND PRINT GENERAL INSTRUCTIONS" and a list of links: Create an Appendix, Researcher Profile, Hepatitis B Vaccine Notification Form, Human Subjects - JRSC Application, Human Subjects - RDRC Application, Retrieve an Appendix AP, Search for an Appendix, 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, and IRB Human Materials Attestation Search. A red arrow points to the "Create" button next to the "Create an Appendix" link. At the bottom of the page is contact information for Rascal, Research Administration and Compliance Application at Columbia University.

For Appendix A

Tips: 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.

There is a 3 year expiration date.

Instructions:

1. Fill out Appendix A.
2. 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 “In-vitro/Invertebrates only”
4. Fill out First Section “General”. Click Save.
5. Fill out Microorganism Section next. Click Save.
 - a. For Invertebrates Use Only: When you add microorganisms and state that you will be utilizing invertebrates (insects/arthropods) a new section will appear, called “Microorganisms in Invertebrates” and your inputted microorganisms information was added to this section. Describe the work in invertebrates 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.

- 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

Title		Subject Species	N/A
Creation Date	04/09/2019 09:23:38	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

General Instructions explain how to fill out appendix appropriately.

I. General Information

*The appendix will be:

*Project Title:

*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 goals.

*Are there any relevant vaccinations or work restrictions?

- Hepatitis B Vaccination
- Rabies Virus Vaccination
- Immunocompromised Status
- Pregnancy
- Non-Applicable
- Other: [?](#)

*If a lab acquired infection were to occur, what therapy is available?: [?](#)

I. General Information

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

*Project Title:

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

For Invertebrates (insects/arthropods) only:

APA-AAAI3200
Status: Creating

Appendix Content

General

Microorganism Information

Microorganism in Invertebrates

Human Tissue and Cell Culture Section

Safety Equipment and Practices

Personnel

Attachments

For Invertebrates (insects/arthropods) only:

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

Adding Personnel:

RASCAL Hazardous Materials

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

APA-AAAI3200
Status: Creating

Appendix A)

Appendix Personnel

Principal Investigator not identified.

*Add Personnel

Name(UNI)
Aderemi Dosunmu (ed3241)

Add Personnel

*UNI: UNI Lookup

*Is PI?

*Access: Edit View

Save

Contact Us | Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
815 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 951-6213

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 ▼						

[Contact Us](#) | [@ Columbia University](#)

Rascal, Research Administration and Compliance Application
 Columbia University Information Technology
 615 West 131st Street, 5th Floor
 New York, NY 10027
 Phone: (212) 851-0213

Submission:



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-AAAI3200
Status: Creating

Appendix Content

- General
- Microorganism Information
- Microorganism in Invertebrates
- Human Tissue and Cell Culture Section
- Safety Equipment and Practices
- Personnel
- Attachments

Appendix Action

- Copy Appendix
- Delete Appendix
- Submit Standalone Appendix**

Appendix View

- View History
- View Datasheet
- View Correspondence

Haz Mats

- Haz Mats Menu
- [RASCAL Menu]

Biosafety (Appendix A)

Appendix Number	AAAI3200	Subject Species	N/A
Title	dsfasdf		
Creation Date	04/11/2019 09:15:49	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

Appendix Personnel

*Add Personnel ⓘ

Name(UNI)	Edit/View	Modify	Delete
Aderemi Dosunmu (ad3241) (Principal Investigator)	Edit	<input type="button" value="⊕"/>	<input type="button" value="⊗"/>
Cody	View	<input type="button" value="⊕"/>	<input type="button" value="⊗"/>
Christopher Aston (ca2511)	View	<input type="button" value="⊕"/>	<input type="button" value="⊗"/>


1. Submit Appendix

2. Click OK to submit

Please Confirm

Are you sure that you wish to submit this standalone appendix?

Attestation:

 **RASCAL Hazardous Materials**

[Logout / Help](#) | [Human Subjects](#) | [Animal Care](#) | [Research Training](#) | [Contact Forms](#) | [HIRAA Forms](#) | [Haz. Mats](#) | [Administration](#) | [Training Center](#) | [Conflicts of Interest](#) | [My Rascal](#)

Haz Mats

Haz Mats Menu

[RASCAL Menu]

Appendix Attestation:

Appendix A :

- The Principal Investigator and the laboratory staff is/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/ENS/Training/Determine/YourSafetyTrainingRequirements.pdf>) and for training scheduling see: <https://research.columbia.edu/content/safety-training.pdf>).
- Biological Safety Cabinets (BSC) will be maintained in sound working condition at all times.
- Biological Safety Cabinets will be certified annually, as well as after a BSC is moved or after a maintenance procedure. Chemical Fume Hoods/Laminar Flow Hoods/Animal Cage Changing stations must not be used to contain biohazards.
- 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 (Morningside) 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.

Hit CERTIFY button only ONCE to complete attestation.

Contact Us | @ Columbia University |
Rascal: Research Administration and Compliance Application
Columbia University Information Technology
615 West 116th Street, 5th Floor
New York, NY 10027
Phone: (212) 997-6213



For Appendix D

Tips: 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 lasersafety@columbia.edu.

If Laser registration form is needed, fill out the form in the link and attach in the Attachments Section of the Appendix D. There is a 3 year expiration date.

Instructions:

1. 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 “In-vitro/Invertebrates only”
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.



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

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](#)

General instructions explain how to fill out appendix appropriately.

To attach documents to Appendix, use Attachments Tab

I. General Information

*The appendix will be:

*Project Title: **I. General Information**

II. Laser Registration

List the EH&S Approval Form (to be created, fill out the form at [this link](#) and attach to the Appendix using the Attachments tab [Form.pdf](#))

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

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				

Save

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

Adding Personnel:

Remember to identify the Principal Investigator

Remember to add Personnel

Appendix Personnel

Principal Investigator not identified.

*Add Personnel

Name(UNI)

Aderemi Dosunmu (ad3241)

UNI: UNI Lookup

*Is PI?

*Access: Edit View

Save

Adding Attachments to Appendix D:

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

APD-AAAA4201
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	AAAA4201	Subject Species	N/A
Title			
Creation Date	04/11/2019 12:29:23	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

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 ▼

Contact Us | © Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
815 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 951-0213

Submission:

RASCAL Hazardous Materials

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

APA-AAAI3200
Status: Creating

Appendix Content

Appendix Number	AAAI3200
Title	dsfasdf
Creation Date	04/11/2019 09:15:49
Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)
Appendix Submitted	

Appendix Personnel

1. Submit Appendix

2. Click OK to submit

Please Confirm
Are you sure that you wish to submit this standalone appendix?
OK Cancel

Appendix Personnel

Name(UNI)	Edit/View	Modify	Delete
Aderemi Dosunmu (ad3241) (Principal Investigator)	Edit		
Cody	View		
Christopher Aston (ca2511)	View		

Recombinant DNA Training(TC0508) Incomplete
Bio Safety/Bloodborne Pathogen(TC0509) Incomplete
Athletics Biosafety(TC0950) Incomplete
(TC3100) Incomplete

Contact Us | © Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
615 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 851-0213

Attestation:

RASCAL Hazardous Materials

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

Appendix Attestation:

Appendix A :

- The Principal Investigator and the laboratory staff is/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/EH&S/Training/Determining%20YourSafetyTrainingRequirements.pdf> and for training scheduling see: <https://research.columbia.edu/content/ehs/training>).
- Biological Safety Cabinets (BSC) will be maintained in sound working condition at all times.
- Biological Safety Cabinets will be certified annually, as well as after a BGC is moved or after a maintenance procedure. Chemical Fume Hoods/Laminar Flow Hoods/Animal Cage Changing stations must not be used to contain biohazards.
- 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 (Morningside) Emergency Room.
 - For first aid Print and Go sheets are available here: <https://research.columbia.edu/content/print-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.

Hit CERTIFY button only ONCE to complete attestation

Cancel CERTIFY

Certify

Contact Us | © Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
615 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 851-0213

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;*

There is a 3 year expiration date.

Instructions:

1. 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 “In-vitro/Invertebrates only”
3. Fill out Appendix E. 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.

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

[RASCAL Menu]

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:

*Project Title:

II. Administration:

*Type of administration: Animal Use

I. General Information

*The appendix will be:

*Project Title:

To attach documents to Appendix, use Attachments Tab

VI. Emergency Response

What are the emergency procedures in the event of a spill (facility or environmental contamination):

*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

Contact Us | @ Columbia University

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

Adding Personnel:

Remember to identify the Principal Investigator

Remember to add Personnel

Add Personnel

*UNI: UNI Lookup

*Is PI?

*Access: Edit View

Save

Adding Attachments to Appendix E:

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~ | 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						

0 - 0 of 0 results « < 1 > » 50 ▾

Submission:

2. Click OK to submit

1. Submit Appendix

Attestation:

Certify

Hit CERTIFY button only ONCE to complete attestation

For Appendix E1

Tips: This Appendix is for Isoflurane. There is a 3 year expiration date.

Instructions:

1. 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 “In-vitro/Invertebrates only”
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.

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

General instructions explain how to fill out appendix appropriately.

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.

I. General Information

*The appendix will be:

*Project Title:

II. Amount and Equipment:

*Isoflurane Amount:

*L/Min of Oxygen:

*Please specify ownership of isoflurane via:

Laboratory Owned Animal Quarters Owned

I. General Information

*The appendix will be:

*Project Title:

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

Adding Personnel:

Remember to identify the Principal Investigator

Remember to add Personnel

Appendix Personnel

Principal Investigator not identified.

*Add Personnel

Name(UNI)

Aderemi Dosunmu (ad3241)

Contact Us | @ Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
815 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 851-0213

Submission:

2. Click OK to submit

1. Submit Appendix

Appendix Content

General

Microorganism Information

Microorganism in Invertebrates

Human Tissue and Cell Culture Section

Safety Equipment and Practices

Personnel

Attachments

Appendix Action

Copy Appendix

Delete Appendix

Submit Standalone Appendix

Appendix View

View History

View Datasheet

View Correspondence

Haz Mats

Haz Mats Menu

[RASCAL Menu]

Appendix Number: AAAI3200

Title: dsfasdf

Creation Date: 04/11/2019 09:15:49

You are: Aderemi Dosunmu (ad3241)

Appendix Submitted

Appendix Personnel

*Add Personnel

Name(UNI)

Aderemi Dosunmu (ad3241) (Principal Investigator)

Cody

Christopher Aston (ca2511)

Recombinant DNA Training(TC0508) Safety Pathogen(TC0509) Athletics Biosafety(TC0950) (TC3100)

Recombinant DNA Training(TC0508) Bio Safety/Bloodborne Pathogen(TC0509) Athletics Biosafety(TC0950) (TC3100)

Please Confirm


Are you sure that you wish to submit this standalone appendix?

OK Cancel

Contact Us | @ Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
815 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 851-0213

Attestation:

 **RASCAL Hazardous Materials**

[Home](#) | [Human Subjects](#) | [Animal Care](#) | [Research Training](#) | [Compliance Forms](#) | [IRB/IA Forms](#) | [IAC/IEAs](#) | [Administration](#) | [Training Center](#) | [Contact Us](#) | [My RASCAL](#)

Haz Mats

Haz Mats Menu
[RASCAL Menu]

Appendix Attestation:

Appendix A :

- The Principal Investigator and the laboratory staff is/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/CustomizingYourSafetyTrainingRequirements.pdf>) and for training scheduling see: <https://research.columbia.edu/content/ehs/training>.)
- Biological Safety Cabinets (BSC) will be maintained in sound working condition at all times.
- Biological Safety Cabinets will be certified annually, as well as after a BSC is moved or after a maintenance procedure. Chemical Fume Hoods/Laminar Flow Hoods/Animal Cage Changing stations must not be used to contain biohazards.
- 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 (Morningside) Emergency Room.
 - For first aid Print and Go sheets are available here: <https://research.columbia.edu/content/print-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.

Hit CERTIFY button only ONCE to complete attestation

[Contact Us](#) | [Columbia University](#) |
Rascal, Research Administration and Compliance Application
Columbia University Information Technology
615 West 119th Street, 5th Floor
New York, NY 10027
Phone: (212) 955-5213



For Appendix G

Tips: In vitro Radiation usage is not typically documented in a hazardous materials appendix. Before submission consult with the Radiation Safety Office. rsocumc@columbia.edu.

Instructions:

1. 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 “In-vitro/Invertebrates only”
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.

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 ?

General instructions explain how to fill out appendix appropriately.

I. General Information

*The appendix will be:

*Project Title:

*Description of activities:

I. General Information

*The appendix will be:

*Project Title:

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

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

To attach documents to Appendix, use Attachments Tab

Adding Personnel:

Remember to identify the Principal Investigator

Remember to add Personnel

Add Personnel

*UNI: UNI Lookup

*Is PI?

*Access: Edit View

Save

Adding Attachments to Appendix G:

RASCAL Hazardous Materials

APG-AAAR0100 Status: Creating

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

*File (max file size is 75 MB): 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 ▾

Contact Us | @ Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
615 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 851-0213

Submission:

2. Click OK to submit

1. Submit Appendix

Attestation:

Certify

EH&S Review and Correspondence:

After Submission of your Appendix, this will be your Appendix History page.

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

APE-AAAA9252
Status: Submitted

Appendix Action
Copy Appendix

Appendix View
View History
View Datasheet
View Correspondence

Haz Mats
Haz Mats Menu
[RASCAL Menu]

Hazardous Chemicals (Appendix E)

Appendix Number	AAAA9252	Subject Species	N/A
Title	Test		
Creation Date	04/11/2019 13:43:54	Initiator	Aderemi Dosunmu (ad3241)
You are	Aderemi Dosunmu (ad3241)	Appendix Submitted	

Appendix History

Status History	Type	Number	Approvals								
In Vitro(Standalone) Appendix		APE-AAAA9252	<table border="1"><thead><tr><th>Approver</th><th>Role</th><th>Approval Type</th><th>Approval Date</th></tr></thead><tbody><tr><td>Not known</td><td>safetyOffice</td><td>no action</td><td>Not known</td></tr></tbody></table>	Approver	Role	Approval Type	Approval Date	Not known	safetyOffice	no action	Not known
Approver	Role	Approval Type	Approval Date								
Not known	safetyOffice	no action	Not known								

1 - 1 of 1 results

PI Approval History

Approver	Approver Role	Approval Date
0 - 0 of 0 results		

Contact Us | © Columbia University

Rascal, Research Administration and Compliance Application
Columbia University Information Technology
615 West 131st Street, 5th Floor
New York, NY 10027
Phone: (212) 851-0213

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.

Follow the link which will return you to your Appendix. View your Correspondence.

RASCAL Hazardous Materials

Correspondence

View Correspondence here

Hazardous Materials

[Haz Mats](#) | [Administration](#) | [Training Center](#) | [Conflict of Interest](#) | [MV/Rascal](#)

View Correspondence

From: Aderemi Dosunmu (ad3241)

To: Christopher Aston (ca2511), Cody Cameron (cc4282), Aderemi Dosunmu (ad3241)

* Subject: Rascal HazMats Correspondence for APE-AAAA9252

Hello,

EH&S has reviewed and returned your appendix. Please respond to the following concerns, and if necessary, make the requested changes to the appendix in Rascal.

Notes/Message:
Please fix XYZ
Staff John Smith requires Lab Safety training in RASCAL.

When resubmitting the appendix through Rascal, please also use the "correspondence" function in Rascal to send EH&S a message indicating the specific changes made or comments/questions/clarifications for the Safety Officer to review.

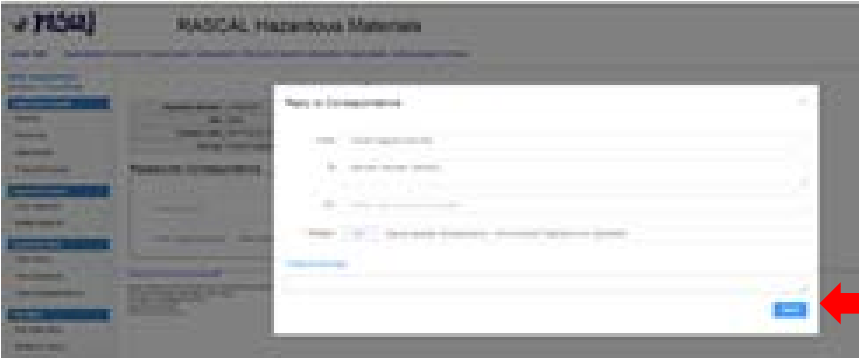
For EH&S questions, including questions about this correspondence, please contact EH&S at 212-305-6780 and ask for the Safety Officer who reviewed the specific Appendix.

Thank you,
Columbia University Environmental Health & Safety Office

To Communicate back to EH&S, Click Reply in Right Corner



Edit text field and click Send

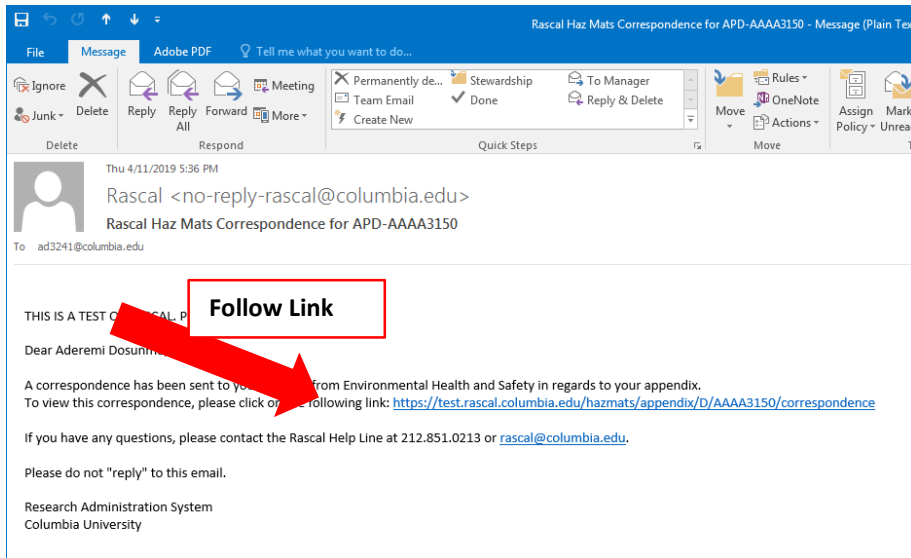


The Appendix was returned back in order to be re-submitted. If there is a training deficiency and it is remedied, RASCAL will automatically update the training table. Follow instructions in the correspondence to edit anything in the document if necessary, then Click "Submit Standalone Appendix". The Attestation will also need to be re-certified by the PI.

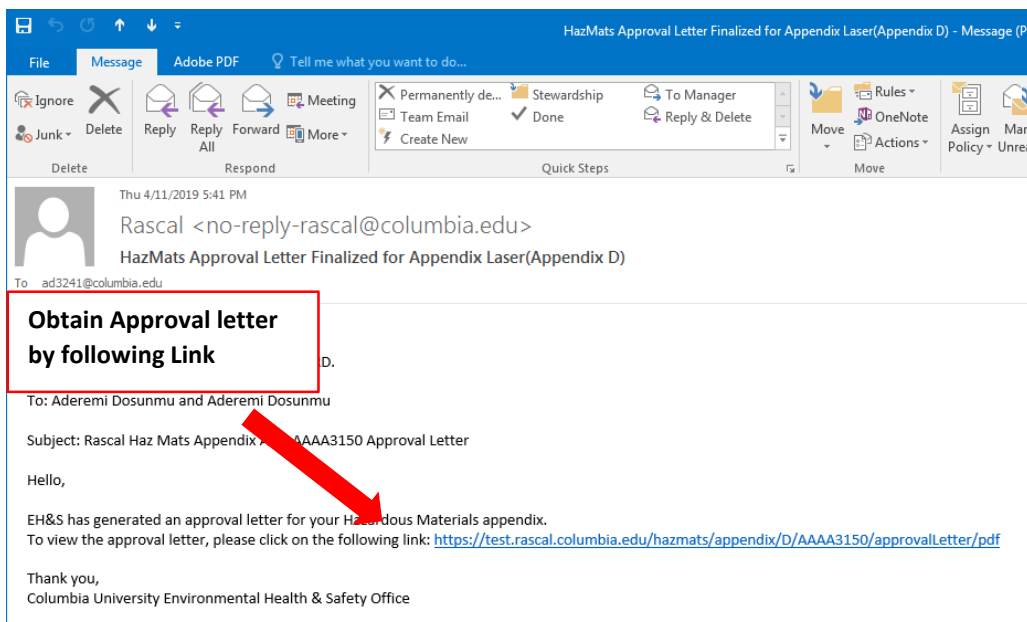
EH&S Approval and Correspondence

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.

Follow the link which will return you to your Appendix. View your Correspondence.



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



Approval letter

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
ENVIRONMENTAL HEALTH AND SAFETY

April 11, 2019

TO: Aderemi Dosunmu

FROM: Environmental Health and Safety

RE: APD-AAAA3150

Protocol Title: test 123

Approval Date: 04/11/2019

Expiration Date: 04/09/2021

Thank you for your submission of D for using hazardous materials for research work. Please accept this letter as an indication of approval by Columbia University's Environmental Health and Safety.

As a reminder, the laboratory must comply with Columbia University Policy and all applicable regulations concerning laboratory safety and handling of hazardous materials. This includes, but is not limited to, EPA, OSHA, DEA, New York State and City regulations.

Thank you,

Aderemi Dosunmu
Recording Secretary
Environmental Health & Safety

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**

Contact Us | © Columbia University

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]

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					

0 - 0 of 0 results « < 1 > » 50 ▼