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.



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$\leftarrow \rightarrow C$ https://s	staging.rascal.columbia.edu/hazmats
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Jasia)	RASCAL Hazardous Materials
Logout Help Human Subjects	Animal Care Proposal Tracking Consent Forms HIPAA Forms Haz Mats Administration Training Center Conflict of Interest My Resoal
Haz Mats	
Haz Mats Menu	Create an Appendix: ~Select~ Create
[RASCAL Menu]	Researcher Profile
	Hepatitis B Vaccine Notification Form
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	Human Subjects - RDRC Application
	Retrieve an Appendix AP ~Select~ XXXX0000
	Search for an Appendix
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	<u>Safety Officer Approval Queue</u>
	Radiation Safety - Preliminary Review Queue
	Radiation Safety - Assign Primary Reviewer Queue
	Radiation Safety - Approval Queue
	<u>Radiation Safety - Committee Queue</u>
	IRB Human Materials Attestation Search
	Contact Us ⊜ Columbia University 🗗
	Rascal, Research Administration and Compliance Application Columbia University Information Technology 016 Views 131st Bitnet, Gh Filoor New York, NY 10027 Benetic 1011 651 1912

For Appendix A

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

- 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 microoganisms 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.

	RASCAL Hazardous Materials
PA-AAAD8750 tatus: Creating	MULTIPLE SECTIONS: Complete in order safety (Appendix A)
General Microorganism Information	Subject Species N/A Title Creation Date 04/09/2019 09:23:38 Initiator Aderemi Dosunmu (ad3241)
Human Tissue and Cell Culture Section	You are Aderemi Dosunmu (ad3241) Appendix Submitted General Instructions @ Converse Line to supplying the supplying
Safety Equipment and Practices	I. General Information out appendix appropriately.
Attachments	*The appendix will be: Select~
Protocol/Proposal Appendix Action	*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 gene manipulations such as gene editing (e.g., CRISPR, TALENs, zinc fingers):
Copy Appendix Delete Appendix	0/500
Appendix View	*Are there any relevant vaccinations or work restrictions/considerations that should be acknowledged in regards to work with the biological material?
View History	Rabies Virus Vaccination Immunocompromised Status
Haz Mats	Nor-Applicable
Haz Mats Menu	Other: 2 "If a lab acquired infection were to occur, what therapy is available?: 2
[RASCAL Menu]	0/200
	Company/Core Facility/Repository: Collaborator (Name/University): Collaborator (Name/University): Collaborator (Name/University): 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
	In: 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
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	V Recombinant DNA
	V. Recombinant DNA *Is Recombinant DNA being used? @ _Yes _No
	V. Recombinant DNA *Is Recombinant DNA being used? @_Yes _No Save



Adding Attachments to Appendix A:

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Logout Help Human Subjects Anima	I Care Proposal Tracking Consent For	ms HIPAA Forms Haz Mats Administration Training Cer	enter Conflict of Interest My Rascal		
APA-AAAD8751 Status: Creating		Biosa	afety (Appendix A)		
Appendix Content	Appendix Number	AAAD8751	Subject Species	N/A	
General	Title				
Microorganism Information	Creation Date	04/09/2019 10:40:31	Initiator	Aderemi Dosunmu (ad3241)	
Microomanism in Animals	You are	Aderemi Dosunmu (ad3241)	Appendix Submitted		
Safety Equipment and Practices Personnel Attachments	*File (max file size is 75 MB):	Choose File No file chosen			
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For Appendix D

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

- 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.

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APD-AAAA7100 Status: Creating		Laser (Appendix D)	
Appendix Content	Appendix Number AAAA7100	Subject	t Species N/A
General	Title		
Personnel	Creation Date 04/09/2019 09:57:39		Initiator Aderemi Dosunmu (ad3241)
Attachments	You are Aderemi Dosunmu (a	d3241) Appendix S	ubmitted
Protocol/Proposal		General Instructions 😗	General instructions explain how to fill
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	*Add Laser(s) 🜔		
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Adding Attachments to Appendix D:

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General Title	dfdsa			
Personnel Creation Date	04/09/2019 09:57:39	Initiator	Aderemi Dosunmu (ad3241)	
Attachments You an	Aderemi Dosunmu (ad3241)	Appendix Submitted		
Protocol/Proposal III. Attachments Appendix Action *Document Identifier Copy Appendix *Document Type ~Select~ Delete Appendix *File (max file size is 75 MB) Appendix View Save View History Save View Datasheet To a the size is 75 MB)				
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Contact Us © Columbia University @ Rascal, Research Administration and Columbia University Information Tech 615 West 131st Street, 8th Floor New York, NY 10027	Compliance Application cology			

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;

Instructions:

- 1. Fill out Appendix E.
- 2. Save

🗤 rasta)

- 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

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

APE-AAAG4600 Status: Creating		Hazardous (Chemicals <mark>(Appendix E)</mark>		
Appendix Content	Appendix Number	AAAG4600	Subject Species	N/A	
General	Title			·	
Personnel	Creation Date	04/09/2019 16:34:44	Initiator	Aderemi Dosunmu (ad3241)	
Attachments	You are	Aderemi Dosunmu (ad3241)	Appendix Submitted		
Protocol/Proposal		Ger	neral Instructions 🕜	General instructions explain	how to fill
Appendix Action	Note: Do not include Isoflurar	ne or Formaldehyde, there is a separate Append	lix for each of those substances.	out appendix appropriately.	
Copy Appendix Delete Appendix	I. General Information		· • • •		
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Haz Mats Haz Mats Menu [RASCAL Menu]	II. Administration: *Type of administration:	Animal Use 〇Human Subjects			
To attach documents to Appendix, use Attachments Tab	VI. Emergency Response What are the emergency procee *Acute symptoms of exposure *Actions taken in event of expo	dures in the event of personnel exposure? : • • osure:	mintical		
	*Location of Spill Kit:	vent of a spin (lacinty of environmental conta			
	*Actions taken in event of cont	tamination/spill: 🥹			
	*Methods for detecting contain *Is a biological toxin used? @	nination of skin, clothing, apparatus, etc.: ● Yes ● No	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 mus	t be used or specific waste instructions are to	o be given, please email <u>hazmat@co</u>	lumbia.edu.	
	The OSHA regulation Occupation Safety and Chemical Hygiene Ori important to note that these initial	al Exposures to Hazardous Chemicals in Labora entation (LSCHO) Session INITIALLY. These ses trainings do expire and refresher trainings must l	tories (29 CFR1910.1450) requires that sions are offered twice monthly by EH8 be taken online through RASCAL.	t persons working with chemical(s) attend a Laboratory &S and can be scheduled locally if desired. It is also	
	Save	SAVE: Work will be de	eleted if not		
	Contact Us © Columbia University	saved after each secti	on 📃		_
	Rascal, Research Administration and Complia Columbia University Information Technology 015 West 131st Street, 5th Floor New York, NY 10027 Phone: (212) 851-0213	nce Application			

Adding Attachments to Appendix E:

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APE-AAAG4600 Status: Creating		Hazardous Chemi	icals (Appendix E)		
Appendix Content	Appendix Number	AAAG4600	Subject Species	N/A	
General	Title				
Personnel	Creation Date	04/09/2019 16:34:44	Initiator	Aderemi Dosunmu (ad3241)	
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8

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.

- 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.

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ral	Appendix Number	AAAAUUSU	Subje	ect species	N/A	
nnel	Creation Date	04/09/2019 17:10:37		Initiator	Aderemi Dosunmu (ad3241)	
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lix Action	Isoflurane is a hazardous che	mical with a regulatory permissible exposure	e limit established the Oc	out	nnondiv annron	iatoly
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Appendix	I. General Information					
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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

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

APE2-AAAA0050		Formaldehyde	(Appendix E2)		
Status: Creating	Appendix Number	AAA0050	Subject Species	N/A]
Appendix Content	Title		I	1	-
General	Creation Date	04/09/2019 17:31:05	Initiator	Aderemi Dosunmu (ad3241)	-
Personnel	You are	Aderemi Dosunmu (ad3241)	Appendix Submitted		
Attachments		General Ins	tructions 😗 Ger	eral instructions explain how	<i>w</i> to fill
Protocol/Proposal	Formaldehyde is a hazardous	chemical with a regulatory permissible exposure limit	ished by the	annendix annropriately.	
Appendix Action	submitting this appendix, the	Principal Investigator/Initiator confirms awareness of t	zardous natu	appendix appropriately.	
Copy Appendix	I. General Information				
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Haz Mats	II. Chemical Used For:				
Haz Mats Menu					1
[RASCAL Menu]	Human Subject Research	OAnimal Subject Research ○In vitro Research			
	III. Type of Formalin/Form	naldehyde:			_
	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 work	ing with formaldehyde. (Cheo	ck all that apply):	
	Glove Box				
	 Downdraft Table Ducted Biological Safety Ca 	binet (Class II, Type B1 or B2)			
	Laboratory works on an ope	n bench top without any engineering controls and has cont	acted Environmental Health an	d Safety at <u>occusafety@columbia.edu</u>	
	*The laboratory will be impler	nenting one or all of the below administrative controls	during work with formaldehy	de. (Check all that apply):	
	Proper storage and labeling	of chemicals and hazardous waste @			
	Work on an open bench top Work on an open bench top	with amounts smaller than 0.1 mL with amounts larger than 0.1 mL and have contacted Envir	onmental Health and Safety at	occusafety@columbia.edu	
	*The laboratory will be utilizin	ng the appropriate personal protective equipment inclu	dina:		
	Lab Coat				
	*Disposable Gloves: Nitrile	Latex Vinyl			
	Safety Glasses/Goggles			l	
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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. rsocumc@columbia.edu.</u>

- 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.

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Appendix Number AAAR0100 Subject Species N/A Personnel Title Creation Date 04/09/2019 17:34:54 Initiator Attachments Protocol/Proposal Appendix Action Cory Appendix Cory Appendix Cory Appendix View Detasheet Iss Mats Haz Mats Menu IRASCAL Menu) II. Irradiator II. Irradiator II. Radiation Use II. Radiation Use II. Radiation Use	PG-AAAR0100 tatus: Creating		Use of Radiation	n in Animals (Ap	ppendix G)
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Adding Attachments to Appendix G:

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PG-AAAR0100 atus: Creating		Use of Radiation in A	Animals (Appendix G	5)	
ppendix Content	Appendix Number	AAAR0100	Subject Species	N/A	
General	Title				
Personnel	Creation Date	04/09/2019 17:34:54	Initiator	Aderemi Dosunmu (ad3241)	
ttachments	You are	Aderemi Dosunmu (ad3241)	Appendix Submitted		
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For Appendix I

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

- 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.

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How to Attach Appendices to IACUC protocol

- 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.
 - 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. <u>Note</u>: If any changes are made to the attached appendices after this attestation, the attestation will need to be recertified.
- 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.



The Federal Animal Welfare Act

Animal Use

Endpoint Criteria

Surgery

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

Hazardous Materials Standard Procedure Descriptions Last saved time: 2018-10-25 14:54:56 Attach Documents Protocol Type 😪 Research • Being Submitted To 😗 Columbia University IACUC V Protocol View test Title 😱 Print Menu (maximum 255 characters) Is this a triennial protocol? ? No OYes View Datasheet Originating Department 😗 8211402 EHS Environ Health Sci Rsch Protocol History Species 😗 T Guinea Pig Copy Protocol Save Protocol Action Submit Protocol Delete Protocol nimal Care ect Us | © Columbia University 🖾 Protocol Overview Rascal, Research Administration and Compliance Application Columbia University Information Technology 815 West 131st Street, 6th Floor New York, NY 10027 Phone: (212) 851-0213 IACUC Menu Previous List



RASCAL Animal Care

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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AAAY7455	Originating Department	8211402-EHS Environ Health Sci Rsc	h Species	Guinea Pig			
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RASCAL Animal Care

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RASCAL Animal Care

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Status: Still Creating AC-AAAY7455	Information Message
General Funding	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.
Pain Categorization	Appendix Attestation:
Complete HazMats Attestation before	Appendix A : Personnel with exposure to human blood, unfixed tassues or cell lines will be informed that CU offers all staff the Hapatitis B vaccine. The Principal linestigator and the laboratory staff aveil be adequately trained on procedures for the proceeds research. The Principal linestigator and the laboratory staff aveil be adequately trained on procedures for the proceeds research. The Principal linestigator and the laboratory staff aveil be adequately training on procedures for the proceeds research. The Principal linestigator and the laboratory staff aveil blance takety training on Raskita provided by EHSS to determine trainings required, see: the United advices interfluctuation Determining Determining Determining Constraining Scheduling see: the Interact columbia edu/consentisate/ctrainings/EP/Interaction. Research staff must coserve the following Regulated Medical Waster disposal procedures:
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hazardood materiala	 It may be necessary to autoclare waste of certain infectious agents before disposal as red bag waste. EHAS will determine if autoclarving is necessary as part of the evaluation of this document.
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Manufallante Attentiation	 All unmanageable chemical spills should be immediately reported to EH88 at <u>laborator/@coumbia.edu</u> or call 212-305-6780.
Submit Protocol	all biological splits will be tracked-based with a treating-preparate black focusion or other appropriate objects instruction or other appropriate objects instructions and safety or the NY Prestynetian Hospital Energiency Room.
Delete Protocol	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 sinp hazardous chemicalis. Reach out to EHSS at <u>isotate/vigicoumba.edu</u> or call 121-305-6740. Laboradorieda and accentesconsibility for the safe conduct of research involving into the adversariation the adversariation to adversariation.
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RASCAL Animal Care

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Protocol History	 All engineering control devices used in conjunction with the protocol, including, but not limited to cherical turne hoods, are currently certified and properly maintained.
Copy Protocol	 Manageode spin are categorate as a chemical or biological release that is capable or being cleaned up by uporatory statt pased on their knowledge, solit, abilities, and the resource a variable to their as the time of the resiste. Chemical spin must be obtained up promptly, efficiently and protection.
	All staff are to be trained in the appropriate response to release of, or exposure to, protocol-related hazardous materials.
Protocol Action	All manageable chemical splits will be cleaned using the chemical specific split kit.
HazMats Atlestation	 All strahmangebile chemical spills should be immediately reported to E-MSE at <u>Immediately reported to E-MSE at Immediately reported to E-MSE at Immedia</u>
Submit Protocol	Medical attention we be sought in the event of an exposure at Wooldarce Health and Ballety of the NY Prestyletian Holpital Emergéncy Room
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RASCAL Animal Care

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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)

- 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. <u>Note</u>: If any changes are made to the attached appendices or if it is detached and reattached 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.

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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.

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	IRB Human Materials Attestation Search
	Contact Us @ Columbia University 년
	Rascal, Research Administration and Compliance Application
	Columbia University Information Technology 615 West 131st Street, 5th Floor New York, NY 40727
	Phone: (212) 851-0213

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