Important Notice: In order to complete Controlled Substance Appendix I submission, please follow the steps below:

Step 1:

First login to your RASCAL account using your UNI and password through the url below

https://www.rascal.columbia.edu/

Step 2: Select Haz Mats from the options in the heading

RASCAL

- **Human Subjects**
- **Animal Care**
- **Proposal Tracking**
- **Consent Forms**
- **HIPAA Forms**
- **Hazardous Materials**
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- **Edit Personal Information**

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Step 3: Click the dropdown arrow and select the "Controlled Substances (Appendix I)" option. Clicking "Create" will generate the appendix with a unique appendix number.

Step 4: Under the General tab in the Appendix Content side bar, Section I. General Information will determine how the appendix is submitted.

Step 5: Complete each section of the fields under the Appendix Content table, only add personnel if a standalone appendix is being submitted.

RASCAL Hazardous Materials

API-AAAY5350
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Personnel
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Haz Mats
Haz Mats Menu
[RASCAL Menu]

Use of Controlled Substances in Animals (Appendix I)

Appendix Number	AAAY5350	Subject Species	N/A
Title			
Creation Date	07/30/2020 09:44:42	Initiator	Cody Cameron (cc4282)
You are	Cody Cameron (cc4282)	Appendix Submitted	N/A

Appendix Personnel

If this appendix will be submitted as part of an IACUC or IRB protocol, do not add personnel. Personnel will be automatically imported into the appendix when the appendix is attached to the IACUC or IRB protocol.

*Add Personnel ▶

Name(UNI)	Edit/View	Modify	Delete
Cody Cameron (cc4282) (Initiator)	Edit	🗐	
	Controlled Substances(TC0502)		
	03/30/2018		

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Step 6: Please attach a copy of your current NYS-DOH license for review by the EH&S safety Office

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Use of Controlled Substances in Animals (Appendix I)

Appendix Number	AAAY5350	Subject Species	N/A
Title			
Creation Date	07/30/2020 09:44:42	Initiator	Cody Cameron (cc4282)
You are	Cody Cameron (cc4282)	Appendix Submitted	N/A

III. Attachments

*Document Identifier

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NYS DOH License
Biosafety Cabinet Certification
Controlled Substances License
Laser Registration Form
NYSPI IACUC protocol
RAM permit
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0 - 0 of 0 results   « ‹ 1 › »   50 ▾

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Step 7: Once all sections have be completed and saved, the appendix can be submitted

Only standalone appendices have a submit function under appendix action. This function is only available within the PI's account linked to their individual UNI.