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
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.
Step 6: Please attach a copy of your current NYS-DOH license for review by the EH&S safety Office.
Step 7: Once all sections have been 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.