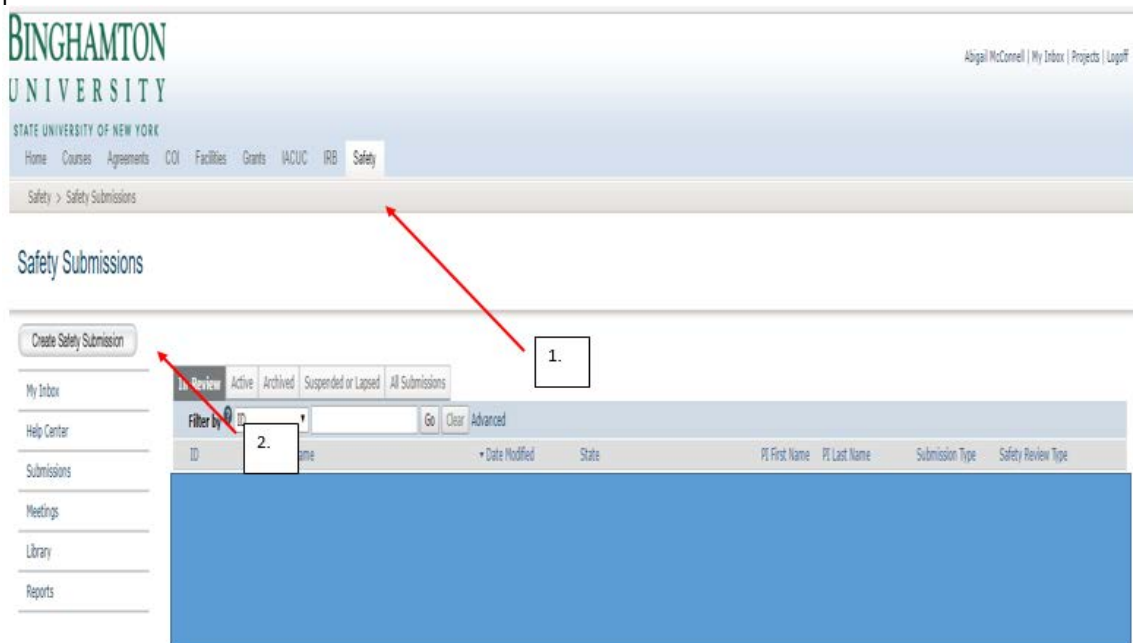


## Create and Submit a Safety Protocol in PACS



### WORK INSTRUCTIONS: THESE DIRECTIONS ARE FOR THE PI TO SUBMIT A NEW PROTOCOL FOR APPROVAL

1. As the PI Log into PACS via (Link) and click on the **Safety** tab on the top navigation bar which will then display only Safety protocols.
2. Under **Safety Submissions**, select the **Create Safety Submission** button to create a new safety protocol.



3. Enter the required information on the first page of the Basic Information SmartForm
  - *Required information fields are marks with an asterisks (\*)*
4. Select the appropriate safety review:
  - Biosafety
  - Stem Cell Research Oversight
  - Chemical Safety
  - Radiation Safety

*Note: Depending on the review, you choose; the smart forms will branch to another set of smart forms that are related to that review.*

5. Click **Continue** at either the top or bottom of the form

The screenshot shows a web browser window displaying the 'Basic Information' form. The form contains the following fields:

- 1. Select appropriate safety review: (radio buttons for Biosafety, Stem Cell Research Oversight, Chemical Safety, Radiation Safety, and a Clear button)
- 2. Title of protocol: (text input field)
- 3. Short title: (text input field)
- 4. Summary of research: (text input field)
- 5. Principal Investigator: (dropdown menu showing 'Abigail McConnell' and buttons for Select and Clear)

Annotations on the screenshot include:

- A red arrow pointing from a box labeled '3. & 4.' to the 'Title of protocol' and 'Short title' fields.
- A red arrow pointing from a box labeled '5.' to the 'Continue >>' button at the top right.
- A red arrow pointing from a box labeled '5.' to the 'Continue >>' button at the bottom right.

6. **Navigate** through all of the SmartForms and complete all of the required fields
  - Click the help icon ( ? ) for more information about a question or field
7. Click the **Hide/Show Errors** link near the top of the SmartForm page to display any unanswered questions
  - Use the **Jump To:** link to navigate directly to SmartForm pages that are missing information
  - Protocols with any incomplete information will be redirected to the research team for updates

8. When all of the required fields have been completed, click **Finish** in the footer of the last SmartForm page to be redirected to the protocol workspace.

*Your protocol has not yet been submitted for review.*

9. The PI must go to **My Inbox** to access the protocol. The PI is able to assign a **PI Proxy** at this time by clicking on **Assign PI Proxy**.
  - *The PI will have to ensure that the proxy is added as a Study Team member.*
10. The PI will then need to click the **Submit** icon located under **My Current Actions** on the left side of your workspace. This activity will prompt the PI of their responsibilities and ask them to agree to the Investigator's Assurance and then the system will check the submission for any missing fields. The PI will to click the **OK** button to submit the protocol.

**020BIO00000025:TEST**  
Principal Investigator: Abigail McConnell  
Specialist:  
Primary Contact:  
Admin office: Binghamton University Biosafety Admin Office  
PI protocol:  
Submission Type:  
Safety Review Type:  
Letter:  
Initial Protocol Biosafety: None  
Approval Date:  
Last day of continuing review period:

**My Current Actions**  
Edit Protocol  
Printer Version  
View Differences  
Submit  
Assign PI Proxy  
Assign Primary Contact  
Manage Guest List  
Manage Ancillary Reviews  
Add Comment  
Copy Submission  
Withdraw  
Discard  
Assign Admin Office  
Manage Related IACUC Protocols  
Manage Related IRB Studies  
Manage Related Safety Protocols  
My Inbox  
Help Center  
Submissions

**Submit**

**Investigator's Assurance**  
The Principal Investigator is responsible for the following:  
• Providing adequate training and supervision of staff in good laboratory techniques and practices required to ensure safety and for procedures in dealing with accidents.  
• Enforcing federal, state and campus regulations regarding laboratory safety for all persons who work under his/her direction, ensuring appropriate physical containment and for the proper disposal of all hazardous waste such as radioactive material, chemical waste, recombinant or synthetic nucleic acids, bacterial, viruses and other biohazardous agents.  
• Reporting adverse events such as a work related injury or spill of hazardous and/or radioactive material, that could result in unexpected exposure of laboratory personnel and/or the public to the relevant institutional oversight committee.  
• Ensuring that co-investigators, if any, employ the necessary safeguards to protect laboratory personnel, students and the community from potential hazards posed by the project.  
• Complying with shipping requirements for hazardous materials including recombinant or synthetic nucleic acids, bacterial, viruses and other biohazardous agents.  
• You have obtained the agreement of each research staff to his/her role in the research.

I understand my responsibility with regard to laboratory safety and certify that the protocol, as approved by the relevant institutional oversight committee, will be followed during the period covered by this research project. Any future changes will be submitted for committee review and approval prior to implementation.

I understand the protocol will be reviewed periodically; it is my responsibility to complete and submit the continuing review form used for the periodic oversight committee review in a manner in accordance with deadlines communicated by the relevant committee.

If you have finished filling out your application, click "OK". Afterwards you will no longer receive or not the email. You will receive email when each approval is granted or refused, and again when all the required approvals are received.

If you are not ready to submit your application, click "Cancel".

I agree with the above statements:

1. Comments:  
[Text Area]

2. Supporting documents:  
Add  
Document Name  
Date Modified  
There are no items to display

OK Cancel

11. If the submission is successful, the page will refresh and the protocol will transition from the "Pre-Submission" state to the "Specialist Review" state.

The screenshot shows a web application interface for protocol management. At the top, there are navigation tabs: Home, Courses, Agreements, COI, Facilities, Grants, IAC, and Safety. The current page is 'Safety > TEST'. A red box highlights the protocol ID '020BIO00000025:TEST' and a red arrow points to a '11.' label. The interface includes a sidebar with actions like 'Submit Specialist Review', 'Approve Submission (Admin)', 'Send to BSO Review', etc. The main content area shows submission details for 'Abigail McConnell' and a flowchart of the review process. Below the flowchart is a 'History' table with columns for Activity, Author, and Activity Date.

Activity	Author	Activity Date
Submitted	McConnell, Abigail	5/23/2017 2:54 PM
Protocol Created	McConnell, Abigail	5/23/2017 2:50 PM

