

## Instructions for filling out a Research Protocol Safety Survey (RPSS 10-0398 form) for an approved grant

The Subcommittee on Research Safety must review each RPSS. The Subcommittee will check that the information in the RPSS is consistent with your grant and pertinent approved protocols. It will take 1-2 weeks to review the RPSS. Any delay in submitting the RPSS can delay your grant funds being sent from VACO or released for non-VA projects. In addition, exercise the same care in completing the RPSS as for your grant application. For example, please type all information requested in the survey. Handwritten surveys will be returned.

All information contained in your grant regarding safety issues must be comprehensively covered in the RPSS and by various approved protocols that apply to your planned research:

- I. Biological Use Authorization (BUA) Protocol
  - II. Animal Component of Research Protocol (ACORP)
  - III. Human Studies Protocol, i.e., Institutional Review Board (IRB) approval
  - IV. Radiation Safety Protocol or Radioactive Use Authorization (RUA)
  - V. Standard Operating Procedure/s (SOP/s) for hazardous chemicals
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- I. If the research involves biological hazards and/or recombinant DNA, you must have an approved or pending-approval Biological Use Authorization (BUA) Protocol. If not, please complete one as soon as possible and send to Michael Kim, Biosafety Officer (ext. 22229, [Michael.Kim2@va.gov](mailto:Michael.Kim2@va.gov)).
  - II. If the research involves animals, you must have an approved or pending-approval Animal Component of Research Protocol (ACORP). If not, please complete one as soon as possible and send to Kim Hutchison, Administrative Assistant in the Animal Care Facility (ext. 23233, [Kimberly.Hutchison2@va.gov](mailto:Kimberly.Hutchison2@va.gov)). Make sure that the YES box is checked for Item 1.a. on Page 1 of the RPSS.
  - III. If the research involves human subjects, human tissues, fluids etc., or other human-based research, you must have an approved or pending-approval Institutional Review Board (IRB) Protocol. If not, please complete one as soon as possible via the UCSF iRIS online submission system and communicate with HRPP Coordinators, Gregory Green (ext. 22996, [Gregory.Green@va.gov](mailto:Gregory.Green@va.gov)) and Jennifer Ransom (ext. 26340, [Jennifer.Ransom@va.gov](mailto:Jennifer.Ransom@va.gov)). Human research is research that includes human subjects. A human subject is a living individual about whom an investigator (whether professional or student) conducting research obtains: (1) **data through intervention or interaction with the individual** OR (2) **identifiable private information**. If the research DOES NOT include human subjects as defined above, then an IRB protocol is not required. Consult the HRPP Coordinators for any questions about this.
  - IV. If the use of radioisotopes and/or x-ray is involved in human and non-human research, you must have an approved or pending-approval Radiation Safety Protocol or Radiation Use Authorization. If not, please complete one as soon as possible and send to Victor Goretsky, Radiation Safety Officer (ext. 24944, [Victor.Goretsky@va.gov](mailto:Victor.Goretsky@va.gov)).

V. If the research involves use of hazardous chemicals, you must have signed copies of Standard Operating Procedures (SOPs) in your lab. If the research involves use of permissible amounts of select agents, submit an SOP to Conrad Alano, Ph.D., Chair of Subcommittee on Research Safety (ext. 10404, [conrad.alano@va.gov](mailto:conrad.alano@va.gov)).

Make sure that you have a current chemical inventory in the RIO system: <http://vhasfcapprio.v21.med.va.gov/RIO/>  
Contact Rakita Singh for help in accessing the RIO program (ext. 24122, [rakita.singh@va.gov](mailto:rakita.singh@va.gov)). Make sure that all personnel in your lab know how to access and use the RIO system; i.e., entering and deleting items from the system.

Ensure that all lab personnel know how to fill out the chemical waste collection form and how to label each waste container. Go to the Safety Page at the VAMC Research website to get the form and labels:

<http://vaww.visn21.portal.va.gov/sanfrancisco/research/srs/SitePages/Home.aspx>

### **RPSS**

Answer all questions on the RPSS. Use the Comments section on the bottom, if necessary. For Question No. 6, list all linked protocols and make sure that you put “N/A” for protocols that are not applicable to your project. If a protocol is pending, please write “pending”.

#### **Page 1:**

##### **Section 1 (Does the research involve the use of any of the following?)**

Make sure that all the information requested in the box at the top of Page 1 has been provided. The RPSS and the pertinent grant *must have exactly the same title*. For the last item in this box, please indicate that the work will be done at San Francisco VA, then provide the Building & Room numbers. The date should be the day the form was submitted for review, not the Grant submission deadline date.

From the information provided in the pertinent grant, make sure that all of boxes in Part 1 of Page 1 are checked appropriately. All information provided in the RPSS will be checked against your Grant and various Protocols. If you are using animals, check the YES box for item 1.a.

#### **Pages 2-4:**

##### **Sections 2, 3, 4 and 5 (Biological Hazards; Biological Hazards – Description of Use; Cells and Tissue Samples; Recombinant DNA)**

Please check that all aspects of research with biological agents and recombinant DNA methodologies presented in your grant are dealt with adequately in these sections. In addition, make sure that the approved BUA covers all aspects of the research described in the grant. Within these sections, you should also provide information on the use of human tissues, cells, fluid, etc., and if the research involves the use of animals, if these are components of the proposed research.

Work with any animal cell line that carries a BSL1 or higher rating mandates the need for a BUA to cover the work. There are, for example, mouse tumor cell lines that are BSL1. Work with most types of mouse and rat primary cultures does not require a BUA. Tumor tissue and CNS tissue are exceptions.

In section 5.c (1), where it asks for the NIH classification (i.e., Risk Group), please refer to the “Guidelines for Research Involving Recombinant DNA Molecules” found at the website: <http://osp.od.nih.gov/office->

[biotechnology-activities/biosafety/nih-guidelines](https://www.fda.gov/biotechnology-activities/biosafety/nih-guidelines)

**Section 6 (Use of Chemicals)**

If the research involves the use of chemical agents, make sure that all of the appropriate boxes are checked correctly. If you will not be using a particular agent listed in Part b in the planned research, check the N/A box. If you check the YES box, you must provide proof of training of lab personnel in the use and disposal of these agents. Checking NO may imply you are using but not aware of the hazard.

**Page 5:**

**Section 7 (Controlled Substances)**

If the research involves the use of Controlled Substances, make sure that the requested information is provided. If you are not sure that a chemical is a Controlled Substance, check the pdf document that can be found here: [www.usdoj.gov/dea/pubs/schedule.pdf](http://www.usdoj.gov/dea/pubs/schedule.pdf).

**Section 8 (Radioactive Materials)**

If the research involves the use of radioactive substances, make sure that the requested information is provided.

**Section 9 (Physical Hazards)**

If the research involves the use of physical hazards, make sure that the requested information is provided.

If these requirements are not met, the RPSS will be returned to the PI for revision. If you have any questions about completing the RPSS, please contact:

- Conrad Alano, Ph.D., Chair, Subcommittee on Research Safety ([conrad.alano@va.gov](mailto:conrad.alano@va.gov)); or
- Leslie Cape, SRS Manager ([Leslie.Cape@va.gov](mailto:Leslie.Cape@va.gov))

When you have completed the RPSS, send it to the appropriate grants manager.

VA-administered grants	Rebecca Yu ( <a href="mailto:Rebecca.Yu@va.gov">Rebecca.Yu@va.gov</a> )
NCIRE-administered grants	Natalie Viola ( <a href="mailto:Natalie.Viola@ncire.org">Natalie.Viola@ncire.org</a> ) and Newton Ong ( <a href="mailto:Newton.Ong@ncire.org">Newton.Ong@ncire.org</a> )
UCSF-administered grants	Leslie Cape ( <a href="mailto:Leslie.Cape@va.gov">Leslie.Cape@va.gov</a> )
Unfunded Projects	Gregory Green ( <a href="mailto:Gregory.Green@va.gov">Gregory.Green@va.gov</a> )