



Amending a Protocol

1. Logging in to the BPMS:

1. Go to <https://myrehs.rutgers.edu/>
2. Click on “**Click Here to login with your Rutgers NetID**”. You will then need to login with your NetID and password



MyREHS is a web portal for all REHS-related online databases

Accessible Databases	Online Trainings Available	Other Actions
<ul style="list-style-type: none"> • Accident Reporting Database • Biosafety Database • Fire Evacuation Plans • Laboratory Self-Audits • Radiation Safety Database • Right-To-Know Submissions 	<ul style="list-style-type: none"> • Art Safety • IATA Refresher • Radiation Refresher • Lab Safety Refresher • SPCC • X-Ray 	<ul style="list-style-type: none"> • View your Training Records • Training Calendar/Registration • Generate Training Certificates • Link Supervisors • Access other REHS programs

Click here to login with your Rutgers NetID

Click here to login with your REHS assigned UserID/Password

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Amending a Protocol

1. Logging into the BPMS:

- Once logged in, you will be able to click on **Biosafety Protocols** to access the BPMS



Main Menu

<p>Accident Database Access Allowed</p> <p>The Occupational Accident/Incident Reporting Database. If you are not an existing user in the database, then you will be taken to the "Self-Registration" Page.</p>	<p>Biosafety Protocols Access Allowed</p> <p>The Biosafety Database provides Principal Investigators and/or designees access to their biosafety and rDNA protocols. Access requires approval from REHS.</p>	<p>Fire Evacuation Plans Access Allowed</p> <p>Evacuation Plans & Maps are available for some buildings at Rutgers. You will be taken to the appropriate section based upon your status as student or an employee.</p>
<p>Laboratory Self-Audits --No Access--</p> <p>The Laboratory Safety and Environmental Management Self Inspection Checklist Access requires approval from REHS.</p>	<p>MyLabs Access Allowed</p> <p>MyLabs</p>	<p>Radiation Safety Database --No Access--</p> <p>The Radiation Safety Database contains information pertinent to your Radiation protocol. Also known as the "PI Information Database". Access requires approval from REHS.</p>
<p>Respirator Program Access Allowed</p> <p>Respirator Program</p>	<p>Right-To-Know Submissions Access Allowed</p> <p>The Rutgers Right-To-Know Inventory Reporting Database Exemptions and training records are also reported here. Access to the Chemical Inventory portion requires approval from REHS.</p>	<p>Select Agent / BSL3 Database Access Allowed</p> <p>Select Agent / Biosafety Level 3 related activities Access requires approval from REHS.</p>



Amending a Protocol

To amend a protocol:

1. In “My Protocols”, click on “Amend an Existing Protocol”
2. Click on the protocol that you wish to amend.
3. Click on the “Click to begin Amendment Process” button

Protocols Workers Locations

My Protocols

Please select from the listing below to Create, View/Add Workers, Renew, Terminate or Amend a protocol with the Institutional Biosafety Committee. Please contact biosafety@rutgers.edu with any questions regarding this protocol registration system.

Adding personnel who will work with **Human Materials** (e.g., established human cell lines) will require that an Amendment be submitted as changes must also be made to Addendum E for the respective worker(s) added.

Make sure to click on the "Save Progress" button as you populate/edit each tab. Click on "Submit Protocol" to indicate the protocol is ready for pre-review (does not go out to entire committee). Protocols created by non-PIs will require PI Assurance to be submitted by PI.

Please select an action to perform

- Create a new Protocol
- View Protocol/Add Workers to an Existing Protocol
- Renew an Existing Protocol
- Terminate an Existing Protocol(s)
- Amend an Existing Protocol

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Check the radio button next to the protocol code of the protocol you wish to amend

Note: Expired Protocols Or Protocols within 3 months of expiration date CANNOT be amended, they must be renewed

Existing Protocols					
Code	Title	Authoree	Status	BSL	Expiration Date
17-034	dfs	McCormick-Ell Jessica	New	BSL1	
<input checked="" type="checkbox"/> 19-019	Protocol Example	McCormick-Ell Jessica	Approved	BSL3	09/20/2021

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Amending a Protocol

To amend a protocol:

4. Type into the dialogue box a summary of what you intend to change with the amendment. This is referred to later in this guide as “Summary of Changes”.
5. Depending on your changes, you may need to go into the protocol and edit the necessary sections where the changes are (i.e. project description, risk assessment, addendums, etc.). If further changes must be made, click on the appropriate box.
6. Once all boxes have been appropriately checked and/or answered, click on the “**Save Amendment**” button.



Amend Protocol

All Sections/Addendums Complete

Describe your changes here

I wish to add the use of a viral vector (3rd generation lentivirus) for transduction of cells.
I wish to add cell sorting of non-fixed, transduced human cells to my protocol.

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Please ensure you have updated your protocol to reflect the above mentioned changes.

- I still need to make changes to my protocol (You will be taken to your protocol when you click the "Save Amendment" button)
- I have completed all changes to my protocol

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Save Amendment

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Amending a Protocol

To amend a protocol:

- Go into the Sections that need to be changed and make the necessary changes that you described in your "Summary of Changes" that was in Step 4. An example of making the changes is shown in step 8.

NOTE: You will ALWAYS need to update the Project Description and Risk Assessment sections.

Protocols Workers Locations

Edit Protocol

Protocol Title: **Protocol Example (#19-019)**
Principal Investigator: **Jessica McCormick-Ell**

Save Progress Check Progress Submit Protocol Addendums File Cabinet

- Intro
- PI Information
- Materials Used
- Employees/Workers
- Locations of Study
- Project Description
- PPE
- Waste/Disinfectants
- Accidental Exposure
- Transportation
- Dual Use
- Risk Assessment
- Questions

Introduction Add Comment

Protocol Summary

Authoree: Jessica McCormick-Ell
 Creator: Anthony Gresko
 Department: IPO-Envir. Health & Safety
 Title: UNIV BIOSAFETY OFFICER
 Biosafety Level: BSL3
 Protocol: Protocol Example
 Location(s): International Center For Public Health Icph 1190 (Rutgers Health Sciences Campus at Newark Campus)
 Endorsements:
 Organisms: E. coli, Examplevirus 2, Examplevirus 1, Mouse Examplevirus, Plant Examplevirus, Lentivurs

Materials Used

- Recombinant DNA, gene transfer and/or host vector systems
- Creation of Transgenic Animals
- Use of Transgenic Plants
- Use of Microorganisms (Includes ALL strains of E. coli)
- Administration of Biological/ Recombinant Materials to Animals
- Human/Non-Human Primate material including established human cell lines (Bloodborne Pathogens)

Pending Amendments
(Click on the highlighted grey row to view changes from the time the amendment was started to the current version)

Date	Type	Renewal	Changes
09/26/2019	Amendment		I wish to add the use of a viral vector (3rd generation lentivirus) for transduction of cells. I wish to add cell sorting of non-fixed, transduced human cells to my protocol.

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Amending a Protocol

To amend a protocol:

- Example Amendment: In the project description, describe the changes you wish to make to the protocol. ***It helps to mark the date of these changes to distinguish when this part of your research was added to your protocol.**

Pending Amendments			
<i>(Click on the highlighted grey row to view changes from the time the amendment was started to the current version)</i>			
Date	Type	Renewal	Changes
09/26/2019	Amendment		<p>I wish to add the use of a viral vector (3rd generation lentivirus) for transduction of cells.</p> <p>I wish to add cell sorting of non-fixed, transduced human cells to my protocol.</p>

2. Provide a step by step "walk-through" of your research methodology. Be sure to explain how and why specific agents are used. If there is a connection between this IBC protocol, IRB, ESCRO and/ or IACUC be sure to describe the links.

immunoregulatory in nature. Recombinant plants will be generated using CRISPR techonology. Recombinant cell lines will be generated using RNAi and lentiviral systems. Both siRNA and miRNA will be used for transient gene knockdown.

Amendment 9/20/2019

A lentivirus containing CRISPR gRNA library will infect both cell types (Cell A and Cell B) to achieve stably knock-out and knock-in cell lines. The lentivirus packaging system (3rd generation, acquired from this company (website)) is split into 4 total plasmids. One plasmid encodes Rev, one encodes Gag and Pol, one encodes the envelope protein (VSV-G), and the last plasmid encodes the shRNA or cDNA for Cas9. This 4 plasmid system is replication incompetent and having 4 separate plasmids further decreases the possibility of recombination and creation of replication competent particles. Also, the 5' LTR region of the transfer plasmid contains self-inactivation mutations to further decrease possibility of replication competent particle generation.

Cell Sorting will also be performed to sort for stable knock-outs and knock-ins from the lentiviral transduction. Additional information is found in Addendum I.

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******* NOTE: In addition to describing the changes in the Project Description, Addendums A, A-1, and B must be updated for the use of the Lentivirus, as well as creating an Addendum I for cell sorting. The Risk Assessment section will need to be updated to reflect any change.**



Amending a Protocol

To amend a protocol:

- When finished editing ALL sections needed, click “**Save Progress**” and “**Submit Protocol**”.

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Protocols Workers Locations

Edit Protocol

Protocol Title: **Protocol Example (#19-019)**
Principal Investigator: **Jessica McCormick-Ell**

Intro

PI Information

Materials Used

Employees/Workers

Locations of Study

Project Description

PPE

Waste/Disinfectants

Accidental Exposure

Transportation

Dual Use

Risk Assessment

Questions

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Pending Amendments
(Click on the highlighted grey row to view changes from the time the amendment was started to the current version)

Date	Type	Renewal	Changes
09/27/2019	Renewal	Renew my protocol WITH changes	I wish to use a different viral vector (3rd generation lentivirus) for transduction of cells. I wish to add cell sorting of non-fixed, transduced human cells to my protocol