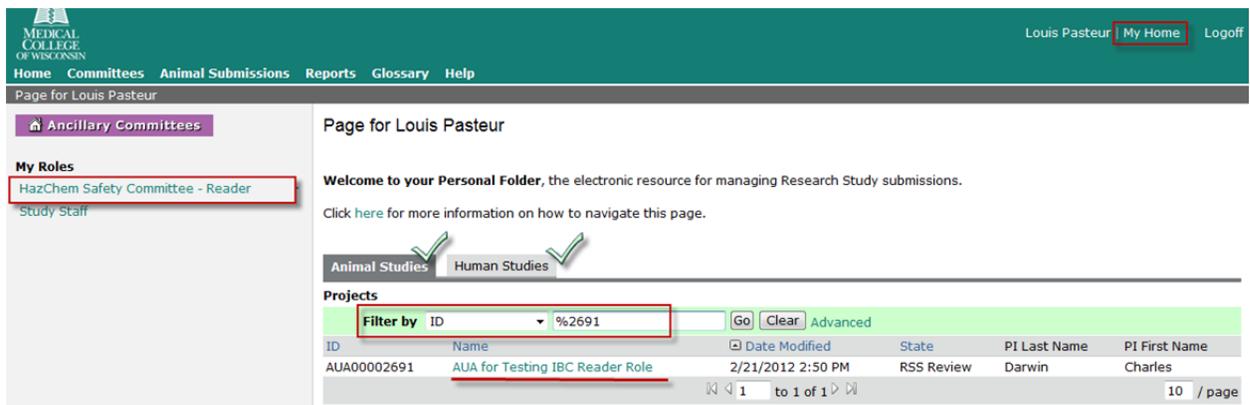


Quick Reference Guide for eBridge HazChem Safety Committee Reader Role

When the Hazardous Chemicals Committee (HazChem) receives a HazChem Safety application for review, the application may include an Animal Use Application (AUA) or human subject submission (PRO) ID number from eBridge. While doing your safety review, you may need to reference information in the AUA or PRO research study. As a HazChem Committee Member, you have been assigned the eBridge role **HazChem Safety Committee Reader**. This role enables you to access in “**view only**” mode those AUA or PRO studies that have indicated a HazChem safety component on their application.

Instructions:

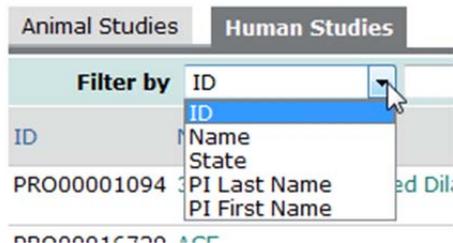
1. After logging in to eBridge, select **My Home** from the upper right area of the screen.
2. From the upper left area of the screen, select the **HazChem Committee Reader** role. *Please note: Your account may include several roles and you will not be able to view the relevant studies if you are currently in a different role, such as Study Staff or Proposal Team.*
3. In the center navigation area are two tabs: 1) **Animal Studies** 2) **Human Studies**



The screenshot shows the eBridge web application interface for Louis Pasteur. The page title is "Page for Louis Pasteur". The user is logged in as "Louis Pasteur" and has the role "HazChem Safety Committee - Reader". The page displays a list of projects under the "Animal Studies" tab. The "Filter by" field is set to "ID" and the search criteria is "%2691". The table below shows the search results.

ID	Name	Date Modified	State	PI Last Name	PI First Name
AUA00002691	AUA for Testing IBC Reader Role	2/21/2012 2:50 PM	RSS Review	Darwin	Charles

4. Select the appropriate tab, in the example above “**Animal Studies**” is selected.
5. To search for a specific study, use the “**Filter by**” field. From the Human Submissions tab you can filter by ID, Name, State, PI Last Name and PI First Name. From the Animal Submissions tab you can filter by ID, Name, and State.



The screenshot shows a close-up of the "Filter by" dropdown menu. The dropdown is open, showing the following options: ID, Name, State, PI Last Name, and PI First Name. The "ID" option is selected.

Quick Reference Guide for eBridge HazChem Safety Committee Reader Role

6. A study will NOT be available for viewing if it is in one of the following states. This is important to know because there will be times when you do not find a study that you expect to see. While you won't know in what state that study may be, if you don't find it this may be why.

AUA/AA

- Pre-submission
- Copying Modified AUA
- Disapproved
- Withdrawn
- Approved (AA only – an Approved AUA is viewable)
- Copying 3 Year de Novo
- Expired
- Original Version
- Terminated

PRO

- Pre-submission
- Original Version
- Withdrawn
- Denied
- Completed
- Approval Terminated

7. After searching for the Study, click on its link and you will land on the **Study Workspace**. Areas to note while in the Study Workspace:

- Current State** – in the example below, “RSS Review”
- Activities**
 - “View Animal Study” – Select to view the SmartForm pages
 - “Print-Friendly AUA” – Select to print the AUA
 - Safety Approvals Tab – this is where the Safety Administrator will upload the approved Safety Application.

The screenshot displays the 'AUA WORKSPACE' for a study with ID AUA00002691. The 'Current State' is 'RSS Review'. The 'Safety Approvals' tab is highlighted with a red box and a green checkmark. The interface includes a navigation menu, a sidebar with 'Current State' options, and a main content area with metadata and a table for safety approvals.

Current State

- RSS Review
- View Animal Study
- Print-Friendly AUA
- View Differences

(Pre-Submission)

AUA WORKSPACE

AUA ID: AUA00002691 (New Animal Use Application (AUA))

AUA Title: AUA for Testing IBC Reader Role

Principal Investigator: Charles Darwin

Contact Person: Charles Darwin

Species: Mouse, Mus musculus

Department / Division: Medicine / Cardiology /

Initial Approval Date:

Proposed 3 Year Renewal Expiration Date:

Annual Renewal Expiration Date:

Actual 3 Year Renewal Expiration Date:

Safety Approvals

Pending Safety Approvals:

ID

Institutional Biosafety Committee

Received Safety Approvals:

ID

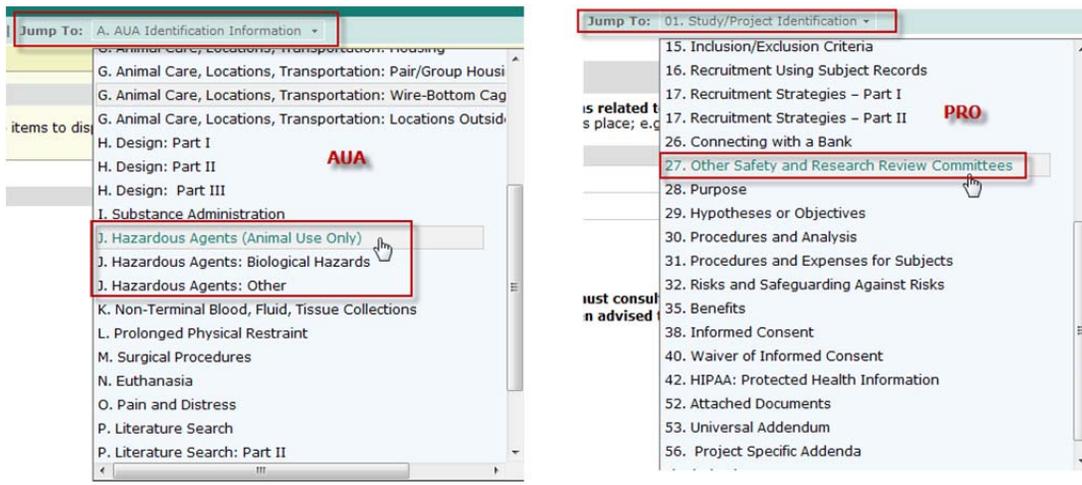
There are no items to display

Uploaded Safety Approval Documents

Safety Committee	Submission ID	Submission Title	Document(s)	Activity Date	Author
------------------	---------------	------------------	-------------	---------------	--------

Quick Reference Guide for eBridge HazChem Safety Committee Reader Role

8. To view the SmartForm pages, select **“View Animal Study”** or **“View Human Study”**. Navigate to the page/section that contains the information you want to review by using the **“Jump To”** menu.



9. You may view any part of an AUA or PRO. Exit when finished, then log out of eBridge.