Researcher/Principal Investigator (PI):

* Reads [Appendix G Educational information](https://www.ehss.vt.edu/detail_pages/document_details.php?s_document_title=Appendix+G&document_id=614)
* Review [Chemicals in Animals Chart](https://www.ehss.vt.edu/detail_pages/document_details.php?categories_document_categ1Page=4&document_id=600) to see if chemical(s) is already listed
* Reviews current Safety Data Sheet (SDS)
* Places substance(s) in correct section(s) in Appendix G according to Section 2 of SDS
* Performs initial risk assessment by reviewing current Safety Data Sheet (SDS) and answering questions in Appendix G

Researcher submits to IACUC:

* [SDS's](https://www.ehss.vt.edu/uploaded_docs/201505201440450.How%20do%20I%20replace%20my%20old%20MSDSs%20with%20SDSs.pdf) of all chemicals not listed in [Chemicals in Animals Chart](https://www.ehss.vt.edu/detail_pages/document_details.php?categories_document_categ1Page=4&document_id=600)
* Completed Appendix G

IACUC notifies EHS of Appendix G for review.

IACUC performs administrative review for:

* no acronyms, abbreviations, brand names
* information about proprietary substances
* Copies EHS when revision requests are made to the PI

EHS reviews and contacts researcher directly with any concerns/questions/clarifications (Copy IACUC on 1st and last correspondence with PI)

EHS:

* sends PI the review/approval document and updated Appendix G if needed (copy IACUC)
* adds new chemical to list.