Overview

The Laboratory Safety Summary Report is a resource designed to summarize important safety information specific to each Principal Investigator (PI) or Laboratory Manager/Director. By combining data from multiple EHS information systems into one report, an overall assessment of the laboratory is provided. This will aid in safety compliance as well as improve the laboratory safety culture. The report is organized into the following categories:

- **Laboratory Contacts and Locations**
- **EHS Safety Advisor**: EHS staff assigned to the laboratory, serving as the “single point of contact” within EHS.
- **Safety Training**: lists the safety training status of each laboratory member. The report is generated based on the most recent Laboratory Roster submitted to EHS. Complete a new Laboratory Roster to update this information. The roster collects the names and CWIDs for each laboratory member as well as responses to the following questions:
  - Works in a wet laboratory and conducts bench work?
  - Non-human use of radioactive materials in a laboratory?
  - Ships biological materials or dry ice?
  - Works alone in laboratory or provides supervisory coverage when laboratory is in operation?
- **ChemTracker Chemical Inventory and High Hazard Operating Procedure (HHOP) Inventory**: summarizes expected ChemTracker storage groups to facilitate chemical segregation. HHOP Chemical Name identifies specific chemicals that are classified as high hazard substances and require a laboratory-specific high hazard operating procedure.
- **IBC Registered Biological Agents**: lists the biological agents approved with the Institutional Biosafety Committee, including the assigned risk group and biosafety level.
- **Radioactive Materials Inventory / Purchases**: lists the specific isotopes approved by the Radiation Safety Committee and purchasing history to identify current activity and facilitate inventory management.
- **Safety Equipment**: lists types of safety equipment available in the laboratory (e.g., chemical hoods, biological safety cabinets, oxygen monitors, radiation survey meters) with certification expiration dates.
- **Accidents, Near Misses, Violations and EHS Reviews**: provides a listing of historical accidents, near misses, regulatory violations and EHS reviews with associated recommendations and measures to help the laboratory learn from past issues and avoid recurrence.
- **Chemical and Radiological Waste**: identifies the types, quantities, and frequency of waste generated and disposed by the laboratory to identify current waste generation activity and areas for waste minimization.

At a minimum, this report will be sent by EHS on an annual basis in conjunction with the annual FDNY permit renewal review and preparation. However, a current report can be requested at any time by contacting your EHS Safety Advisor or emailing ehs@med.cornell.edu with the laboratory location.