Frequently Asked Questions
EHS Research Safety Checklist

Overview
The EHS Research Safety Checklist (RSC) has been combined with the WCMC Institutional Biosafety Committee (IBC) Laboratory Registration. The combined RSC and IBC Laboratory Registration consists of three sections:

- Applicability and Instructions
- EHS Research Safety Checklist
- IBC Laboratory Registration (contact IBC for assistance or questions)

Below are the key website links for additional information on the program and key documents:

- New RSC and IBC Laboratory Registration
- RSC and IBC Laboratory Registration Short Form.
- Institutional Biosafety Committee (IBC)
- Grants and Contracts Forms
- Last RSC and IBC Laboratory Registration submission date (intranet only):

The Frequently Asked Questions (FAQs) below apply to the Applicability and Instructions and the EHS Research Safety Checklist sections only. For information or assistance with the IBC Laboratory Registration, contact the Institutional Biosafety Committee.

Applicability and Instructions FAQs

1. **Do I have to submit an RSC and IBC Laboratory Registration if I am not applying for grants?**
   
   Yes. An RSC and IBC Laboratory Registration is required for all research and/or laboratory work conducted at WCMC.

2. **Do I need to submit an RSC and IBC Laboratory Registration every time I submit a grant application?**
   
   No. Once your RSC and IBC Laboratory Registration submission has been reviewed and approved, you will not be prompted to resubmit for two years.

3. **I am a WCMC Research Associate, Instructor, Post-doc or Student submitting my own grant proposal. Do I need my own RSC and IBC Laboratory Registration?**
   
   No. WCMC Research Associates, Instructors, Post-docs or Students working under the supervision of a PI or in a PI’s laboratory must refer to the Applicability and Instructions portion of the RSC and IBC Laboratory Registration and submit the RSC and IBC Laboratory Registration Short Form.

EHS Research Safety Checklist FAQs

4. **What happens if my EHS Research Safety Checklist is not approved?**
Failure to submit an RSC and IBC Laboratory Registration or obtain approval, may cause grant applications to be rejected.

5. Do I need to include information in the EHS Research Safety Checklist about the work associated with a grant application when submitting it as part of the application process?
   Yes. The EHS Research Safety Checklist must include both current and proposed research activities.

6. Who must sign the EHS Research Safety Checklist?
   Only the PI whose name is listed on page one (1) may sign the checklist.

7. I don’t have an electronic signature, how can I submit the EHS Research Safety Checklist?
   If you are not able to sign electronically,
   ▪ Submit the unsigned electronic EHS Research Safety Checklist in the original format: http://researchintegrity.weill.cornell.edu/forms_and_policies/forms/research_safety.pdf
   ▪ Print and sign the signature page and mail/fax to Environmental Health and Safety.
     o Email: ehs@med.cornell.edu
     o Fax: 646-962-0288

8. Can I still use my old Research Safety Checklist?
   No. All submissions must use the most current version of the EHS Research Safety Checklist within the RSC and IBC Laboratory Registration available here: http://researchintegrity.weill.cornell.edu/forms_and_policies/forms/research_safety.pdf.

9. Can I fax or mail in my submission?
   No. All submissions must be received in the original electronic format: http://researchintegrity.weill.cornell.edu/forms_and_policies/forms/research_safety.pdf.

10. Who reviews/approves the EHS Research Safety Checklist?
    Environmental Health and Safety reviews the EHS Research Safety Checklist. The review consists of assessing radiation safety, biological safety, chemical safety, fire safety and hazardous waste hazards in a laboratory and cumulatively for the entire WCMC campus. This may include follow-up with the PI to clarify issues and/or provide assistance when requested.

11. How long does the EHS review process take?
    A typical review takes one to two weeks to be completed and will require an inspection of the laboratory spaces covered under the EHS Research Safety Checklist.

12. Who can I call for help in completing the EHS Research Safety Checklist?
    Contact Environmental Health and Safety for assistance or questions regarding the EHS Research Safety Checklist.
    ▪ Phone: 646-962-7233
    ▪ Email: ehs@med.cornell.edu

13. How do I find out the status of my EHS Research Safety Checklist?
    To check the status of a recently submitted RSC and IBC Laboratory Registration, or to find out when a submission was last approved, refer to the on-line list of current submissions.*

    *Note: This list is updated monthly and only includes RSC and IBC Laboratory Registration that have been received within the two years. Contact EHS if you need additional information about the status of the RSC submission. Contact the IBC with questions specific to the IBC Laboratory Registration submission.