

# Laboratory Safety Summary Report



## 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:

- **Principal Investigator:** Information
- **EHS Safety Advisor:** EHS staff assigned to the laboratory, serving as the “single point of contact” within EHS.
- **Safety Coordinators/Delegates:** Lab Safety Coordinator (LSC) is a person designated by the PI, if other than the Principal Investigator (PI), to coordinate and assist EHS in safety activities in implementing laboratory safety, coordinating safety training, rectifying safety violations, and maintaining overall laboratory compliance.
- **IBC Administrative Contact:** Person designated by the PI, to assist the PI with review and edits of the IBC registration in the Research Safety module within the Weill Research Gateway.
- **Laboratory Locations**
- **Lab Roster and Safety Training:** lists the safety training status of each laboratory member. The report is generated based on the most recent Laboratory Roster updated by EHS SA. The roster information includes 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?
  - Works with radioactive materials in a laboratory?
  - Ships biological materials or dry ice?
  - Works alone in laboratory or provides supervisory coverage when laboratory is in operation?
- **Laboratory Safety Equipment:** lists types of safety equipment available in the laboratory (e.g., chemical hoods, biological safety cabinets, blackout curtains, oxygen monitors, radiation survey meters) with certification expiration dates.
- **SALUTE Chemical Inventory and High Hazard Operating Procedure (HHOP):** Inventory summarizes expected 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. Lab Safety Coordinator or delegate is responsible to update and maintain the inventory in SALUTE regularly to ensure the chemical inventory is up-to date.
- **IBC Registration and Approved Biological Agents:** lists the IBC registration number, approval and expiration date and the biological agents approved with the Institutional Biosafety Committee, including the assigned risk group and biosafety level.
- **Radioactive Licenses and Materials Inventory/Purchases:** lists the specific isotopes approved by the Radiation Safety Committee and past purchasing history to identify current activity and facilitate inventory management.
- **Chemical and Radiological Waste:** identifies the types, quantities, and frequency of wastes generated and disposed by the laboratory to identify current waste generation activity and areas for waste minimization.
- **Accidents, Incident Regulatory Violations and EHS Inspections Findings:** provides a listing of historical accidents, incidents regulatory agencies issued violations and EHS inspections findings with recommended corrective actions and measures to help the laboratory learn from past issues and avoid recurrence.

The Lab Safety Summary Report is available for download in SALUTE, and/or can be requested by contacting your designated EHS Safety Advisor or by emailing your request to [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) with subject line: *LSSR Requested [PI Name]*.



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