In order to facilitate the communication and education of safety requirements in laboratories, a Laboratory Safety Coordinator (LSC) role has been formalized for Weill Cornell Medicine (WMC) laboratories. The goal of formally designating a LSC is to identify a laboratory contact, if other than the Principal Investigator (PI), to assist Environmental Health and Safety (EHS) in implementing laboratory safety, coordinating safety training, rectifying safety violations and maintaining overall laboratory compliance, including hazardous waste management. The designation of a LSC will not diminish the PI’s overall responsibility for safety and laboratory compliance.

The LSC is a person designated by the PI, if other than him/herself, to coordinate safety activities in the areas below. EHS will keep this person apprised of environmental health and safety issues and requirements impacting WCM labs through:

- Coordinating and implementing laboratory safety programs and compliance.
- Coordinating EHS safety training.
- Developing, implementing and training laboratory staff on high hazard operating procedures.
- Submitting the annual Research Safety Checklist (RSC).
- Maintaining a chemical inventory and material safety data sheets.
- Ensuring Certificates of Fitness are maintained and assisting with annual FDNY laboratory inspections.
- Inspecting and maintaining safety equipment, spill kits, and emergency egress pathways.
- Managing hazardous waste practices for chemical and biological wastes.

PIs can designate a LSC by:

- Contacting his/her assigned EHS Safety Advisor at any time to make or change the designation.
- Completing the RSC. This process is initiated by:
  - Completing and submitting a WCM Laboratory Safety Registration as part of the Electronic Routing Form (ERF) grant submission process. An EHS Safety Advisor will subsequently contact the PI to coordinate completion of the RSC. [http://researchintegrity.weill.cornell.edu/forms_and_policies/forms/LSR.pdf](http://researchintegrity.weill.cornell.edu/forms_and_policies/forms/LSR.pdf)
  - Subsequent renewals of the Laboratory Safety Registration, which are coordinated by the EHS Safety Advisor.

PIs with multiple labs may designate various LSCs for each additional location, but should not designate more than one LSC per lab location.

Contact EHS at 646-WMC-SAFE (1-7233) or ehs@med.cornell.edu with any questions or comments regarding the LSC.