

# Laboratory Safety Registration Frequently Asked Questions



## Overview

As required by Weill Cornell Medicine (WCM) Laboratory Safety Policy, Principal Investigators are required to register their laboratories with Environmental Health and Safety (EHS). The **Laboratory Safety Registration** is divided into 4 parts:

- Research Safety Checklist,
- Institutional Biosafety Committee (IBC) Laboratory Registration,
- Radiation Safety Committee (RSC) Non-Human Use Application, and
- Laboratory Roster (*coming soon*).

## Applicability

The **Research Safety Checklist**, **IBC Laboratory Registration**, and **Laboratory Roster** are applicable to all WCM **Principal Investigators**.

The **RSC Non-Human Use Application** is applicable to WCM Principal Investigators conducting work with radioactive materials.

## Responsibilities

**Environmental Health and Safety (EHS)** provides guidance on regulatory requirements for all laboratories conducting research and ensuring compliance with applicable federal, state and local health, safety standards and institutional policies.

With regard to the Institutional Biosafety Committee and Environmental Health and Safety, the **Principal Investigator (PI)** designation is given to a WCM faculty member who has primary responsibility and accountability to direct the proper conduct of a scientific research project or program conducted in the WCM laboratory. The PI is responsible for laboratory personnel working in the laboratory (including students, postdocs, and fellow investigators whose names appear on the PI's Laboratory Roster) under the requirements of applicable laws and regulations and institutional policy governing laboratory safety. *NIH Guidelines, Section IV-B-7-d.*

**Safety Advisors (SA)** are responsible for working with each PI to ensure that all research conducted at WCM is registered with the appropriate committees.

The **Institutional Biosafety Committee's (IBC)** is responsible to assess risk posed by the use of biological agents able to cause disease and possible risk of exposure to others or the environment, and to define appropriate containment conditions based on those risks.



### Environmental Health and Safety

TEL 646-962-7233 WEB [weill.cornell.edu/ehs](http://weill.cornell.edu/ehs) EMAIL [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu)

Weill Cornell Medicine | 402 East 67th Street, Room LA-0020 | New York, NY 10065



## Procedure

### SUBMISSION

The submission and review process for all Laboratory Safety Registration materials takes place in the Research Safety module within the [Weill Research Getaway](#) (also known as WRG-RS).

- To **initiate a new Laboratory Safety Registration**, contact Environmental Health and Safety at [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) or (646) 962-7233.
- To **amend previously approved registration**, contact the IBC at [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu). Your EHS Safety Advisor can also assist with the amendment process.
- The **Laboratory Safety Registration renewal process** is initiated by the IBC/EHS. The renewal form is created within the WRG-RS module and sent to Principal Investigator and designated representative for review, edits and approval approximately 60 days before expatriation date.

### REVIEW

EHS, in collaboration with the IBC and RSC, if applicable to your research, reviews the Laboratory Safety Registration. The review consists of assessing biological safety, chemical safety, radiation safety, fire safety and hazardous waste management in a laboratory. A typical review takes up to four weeks to be completed and will require an inspection of the laboratory spaces covered under the Laboratory Safety Registration.

The **Research Safety Checklist** acts as a risk assessment tool used to identify and address various hazard issues in research, and it provides principal investigators with a comprehensive checklist for recognizing hazards and compliance issues in the research environment.

The IBC focuses its review on biological agents identified in the **IBC Laboratory Registration**.

## Frequently Asked Questions

### 1. How do I request access to WRG-RS (Research Safety) module?

To receive access to the WRG-RS module, a Department Administrator (DA) will need to complete and submit the WRG Departmental Access Request Form. Instructions are available [on the ITS website](#).

### 2. Do I need to complete the “Short Form” as a part of my grant application?

No. The Laboratory Safety Registration “Short Form” previously completed by grant applicants as a part of grant submission via Electronic Routing Form is no longer used because grants and contracts submissions are now prepared and routed through the Sponsored Programs module within the [Weill Research Getaway](#).

### 3. Can I start my research prior to completing Laboratory Safety Registration and obtaining applicable committee approvals?

No. Failure to submit a Laboratory Safety Registration or obtain approval before beginning the grant research may cause violation of WCM institutional policies and research non-compliance.

### 4. Do I have to submit a Laboratory Safety Registration if I am not applying for grants?

Yes. A Laboratory Safety Registration is required for all PIs conducting research and/or laboratory work in WCM-owned and/or WCM-leased laboratory spaces.



**5. I receive no funding from the NIH. Do I have to register my recombinant DNA protocol?**

Yes. Since WCM as an institution receives funding from the NIH, all recombinant research conducted at the WCM must comply with the NIH Guidelines and institutional policies. All recombinant research must be reviewed by the IBC.

**6. Do I need to submit a Laboratory Safety Registration every time I submit a grant application?**

No. At WCM, the Laboratory Safety Registration is not based on particular grant, project, contract, or cooperative agreement. Rather it is based on all the characteristics of the research performed in the lab by the Principal Investigators and their research fellows/lab members.

If your LSR has been reviewed and approved by the IBC/EHS, and your new grant, project, or contract related work is already included in the scope of that registration, you do not need to take any action. However, if your new grant, project, or contract related work is not included in the scope of that registration, your registration must be amended.

To amend previously approved registration, contact [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu) or your EHS Safety Advisor.

**7. I am a WCM Research Associate, Instructor, Postdoc or Student submitting my own grant proposal. Do I need my own Laboratory Safety Registration?**

No. Grant applicants working under the supervision of a PI or in a PI's laboratory must refer to PI's approved Laboratory Safety Registration. The PI and/or Lab Manager must confirm that your grant work and all of your research activities are represented in the approved Laboratory Safety Registration, and, if necessary, amend current their Laboratory Safety Registration.

To amend previously approved registration, contact the [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu) or your EHS Safety Advisor.

**8. How do I find out the status of my Laboratory Safety Registration?**

1. Log in to [WRG-RS](#)
2. Click the *Search for Items* button
3. Select your search criteria:
  - a. Check *Research Safety*
  - b. Select *Record Owner* and type the last name of the Principal Investigator
4. Click the *Search* button

You should see the type of laboratory registration (EHS Registration = Research Safety Checklist, IBC Registration = Institutional Biosafety Committee Registration) and the status of each record e.g., Approved, Under Review, Closed.

If you need assistance or are unclear on the status of your registration, contact EHS at [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) or 646-962-7233.

**9. Who can route the Laboratory Safety Registration to the IBC?**

Anyone with the WRG-RS editing rights can hit the "Submit" tab, but only the PI whose name is listed on the Laboratory Safety Registration can route the registration for review to the IBC.

**10. My lab work is deemed by the IBC as "No IBC Applicable Work" or "Exempt Work." Do I and my lab personnel need to complete the Laboratory Safety training on an annual basis?**

Yes. All investigators working in the WCM-owned and/or WCM-leased laboratory spaces (excluding dry or computational laboratories), are required to complete [Laboratory Safety training](#) on an annual basis.

**11. I share a lab with an investigator who has approved Laboratory Safety Registration. Does their registration apply to my work in the shared lab?**

It applies to you if 1) you are listed under the Lab Roster, 2) your Laboratory Safety training is up-to-date, and 3) your research is specifically contained within the approved IBC/EHS registration.



It does not apply to you if your research (i.e., set of experiments) is not contained under the approved IBC/EHS registration and/or you are not listed under Lab Roster. In this case, the Lab Roster and the IBC/EHS registration should be amended. Contact your lab's EHS Safety Advisor to initiate the changes.

**12. How do I find out which biosafety level I am supposed to use for the infectious agents I work with?**

The IBC will conduct a risk assessment for the agent and procedures being conducted as part of their review of your IBC Laboratory Registration. If you are unsure of the proper determinations after reviewing the information in the application, please contact the IBC at [ibc@med.cornell.edu](mailto:ibc@med.cornell.edu) or your Safety Advisor.

**13. I am moving my lab to another building. What do I have to do?**

Contact your Safety Advisor or Environmental Health and Safety for assistance at 646-962-7233 or at [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu). Your Safety Advisor will assist you in following the established [Laboratory Move and Closeout Procedures](#).

**14. Why do I need to have my laboratory inspected, and who do I contact to have it done?**

Laboratory inspections are required in all registered labs and clinical operation areas at WCM and all satellite (off-campus) locations. All laboratories are inspected annually. Additional or follow up inspections may be required based on the findings from previous inspections.

Inspections are typically conducted by the EHS Safety Advisors and by the laboratory PI and Lab Supervisor.

**15. How to find out who is my Safety Advisor?**

Please contact the Environmental Health and Safety at 646-962-7233 or at [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) or check EHS website:

[EHS Safety Advisor Assignment by Building/Floor](#)  
[EHS Safety Advisor Assignment by Laboratory](#)