Environmental Health and Safety

Weill Research Gateway
Research Safety (WRG-RS)
Module

Lab Registration Guide

2020





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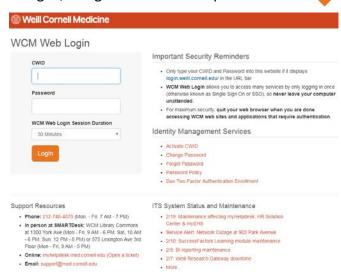
How to sign into WRG



Step 1: Go to wrg.weill.cornell.edu



Step 2: Log in, using WCM CWID and password



Create New Protocol



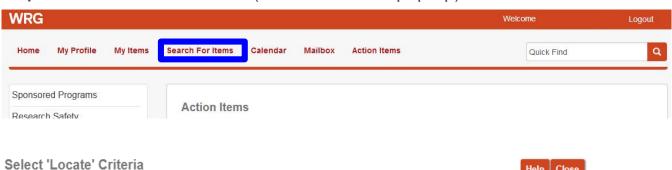
How to Locate your Record(s)

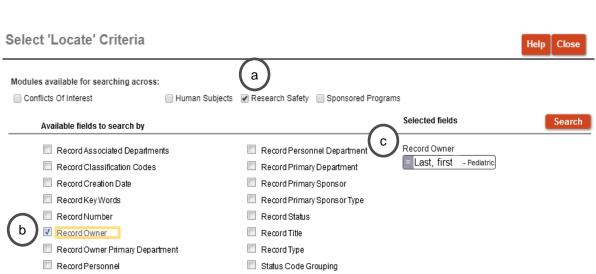
(3 ways)



Option 1: To get complete list of records owned by PI within Research Safety module

Step 1: Click on **Search for Items** (new window will pop-up)





A: Check Research Safety

B: Under Available fields to search by, check **Record Owner**

C: Type in the **Principal Investigator Name** (last, first name) or **Record number** and click **Search**



How to Locate your Record(s) cont.



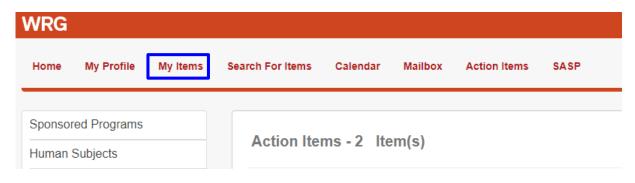
Option 2: If record number is known

If known you can also type in the record number within the Quick Find



Option 3: To list records owned across all modules

Pls can also utilize the My Items tab to see all records in their name



Please note: This option will display the results differently from using **Search For Items**. **My Items** will return all records in WRG for the user who is logged in. The Records Types that are Health and Safety Protocols are the Laboratory Safety Registrations

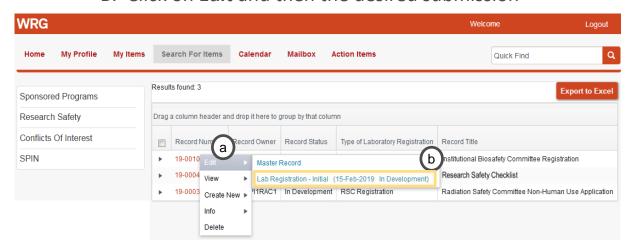


How to Locate your Record(s) cont.



Step 2: After locating your records using one of the aforementioned procedures, click on the desired record (e.g. Institutional Biosafety Committee Registration)

- A. Click on the record number
- B. Click on **Edit** and then the desired submission



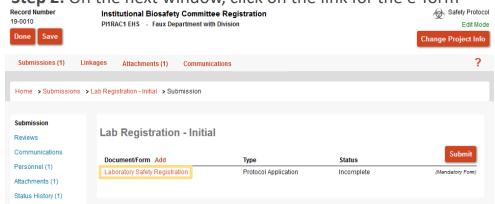


Institutional Biosafety Committee Registration



Step 1: Locate your Institutional Biosafety Committee Registration record and click on the desired submission.

Step 2: On the next window, click on the link for the e-form



Step 3: The e form will open in a new window. Complete the form. How to complete the e form is described on the next few slides Weill Cornell Close Print Form History Save Complete





Completing the IBC E- form



There are multiple parts that make up the IBC form.

General
Introduction (IBC)
PI Information (IBC)
Changes to the IBC
Laboratory Registration
(IBC)
Applicability Questions
(IBC)
Overview of Laboratory
Research (IBC)
Certification (IBC)

All Pages

ibc@med.c	ornell.edu.			
PI Informati	ion (IBC)			
Principal	Investigator Nam	ne		
Investigator:	Email:	Investigator@med.cornell.edu		
	Phone:	+1 212 746 647 0000		
	Department:	Biochemistry		
	Title:	Associate Professor of Research in Biochemistry		
1. Do you ha	ave a designated A	Administrative Contact for this regis	stration? 🛘 Yes	□ No

PI information

The PI information will be present within the first section. This information is pulled directly from the WCM directory. If there is an error within the information provided, please sign into your profile within the directory and update your profile.

Next indicate if there is an administrative contact. This contact will have access to the record and be contacted by the system <u>ONLY</u> if this person has been made a delegate within the system.

To make someone a delegate, a <u>WRG</u> access form would need to be filled out and submitted by your Departmental Administrator.





General	
Introduction (IBC)	Changes to the IBC Laboratory Registration (IBC)
PI Information (IBC)	
Changes to the IBC Laboratory Registration	 Provide a summary of changes to your previously approved IBC Laboratory Registration (e.g., addition/deletion of biological agent(s), changes to recombinant or synthetic nucleic acid research (e.g., new host, vector, or DNA source)).
(IBC)	
Applicability Questions (IBC)	
Overview of Laboratory Research (IBC)	
Certification (IBC)	Applicability Questions (IBC)
All Pages	

Changes to the IBC Laboratory
Registration

In this section, please type a quick summary of any changes made to your previously approved registration. If no changes were made, you can leave it blank.

Applicability Questions
In this section, check the boxes that are applicable to the work being performed in the lab.

Question 1 addresses the samples/specimen the lab is working with. If infectious, these specimen must be accounted for in the Biological/Microbiological Agents table.

NOTE: These materials must also be accounted for in the Biological/Microbiological Agents table below

1.2 Are any of these samples known to be infections?

✓ Yes □ No

1. Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate origin?



Yes No

1.1. From which source(s)?

Human
Primate

1.2.1 Please describe:



Research (IBC)

Certification (IBC)

All Pages

Applicability Questions (IBC)
Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate or Yes No
Which of the following biological materials does the Laboratory work with: Recombinant DNA/Genetically Modified Agents
Biological Agents from Risk Groups 2, 3, 4
Select Agents or Tox Bacteria, Fungi, Parasites, Prions, Rickettsia, Viruses or Agent
☐ Transgenic Animals
□ None

Applicability Questions
In this section, check the boxes that are applicable to the work being performed in the lab.

In question 2, wording in blue contain definitions and can be accessed by placing your cursor on top.





Overview of Laboratory Research

In this section, please provide an overview of the laboratory's goals. <u>Also, explain how each agent will be utilized as a part of the research goals (e.g. in vivo, and in vitro models).</u>

Overview of Laboratory Research (IBC)	
1. In a few paragraphs, provide a brief overview of the laboratory's research goals. In addition, describe how recombinant or synthetic nucleic acid molecules, biological agents in vivo or in vitro models or select agent research is related to those goals (e.g., overview from the investigator's WCM VIVO Webpage):	i,
in vivo of in vito models of scient agent research is related to mose goals (e.g., overview norm the investigator's view vivo viewpage).	





If the Exempt box is checked, the Exempt Recombinant DNA section will be next to appear. Please fill out this section entirely.

Applicability Questions (IBC)
Does the laboratory work with blood, tissue, body fluids, primary cells or cell lines of human or non-human primate origin? Yes No
Which of the following biological materials does the Laboratory work with:
✓ Recombinant DNA/Genetically Modified Agents
Exempt or NoExempt Recombinant Nucleic Acid Experiments? Non-Exempt Non-Exempt Biological Agents from Risk Groups 2, 3, 4
Select Agents or Toxins
☐ Transgenic Animals
□ None
Work that is described here does not need to be

added to the Recombinant Table, unless specified (e.g., if checking yes to 1.2 or 1.3)

This section is intended to describe common experiments considered exempt/low risk by the NIH guidelines. Examples include: expression of reculture, work in Ecoli (K12) or yeast.	ombinant nucleic acid in tissu
1. Will rDNA be propagated in prokaryotic host(s) (i.e. Escherichia coli)? Yes No No	
1.1. Select all experiments which use Escherichia coli as host-vector systems (e.g., K-12, DH5a, HB 101, STBL2, TOP10): Cloning vector	
1.2. Is DNA from Risk Group 2, 3, or 4 agent transferred into a nonpathogenic prokaryote? Yes No	
1.3. Are recombinant or synthetic nucleic acid molecules containing genes for the biosynthesis of toxin molecules being expressed? Yes No	
1.4. Describe or list gene or gene families from being manipulated.	
Will rDNA experiments use Saccharomyces as host-vector systems (e.g. S.uvarum, S.pombe, S.cereviaiae)? Yes No	
Will recombinant or synthetic nucleic acid molecules be propagated and/or maintained in cells in tissue culture? Yes No	



4. Other DNA/RNA Experiments not in an organism being conducted in the laboratory:

☐ Isolation of DNA/RNA

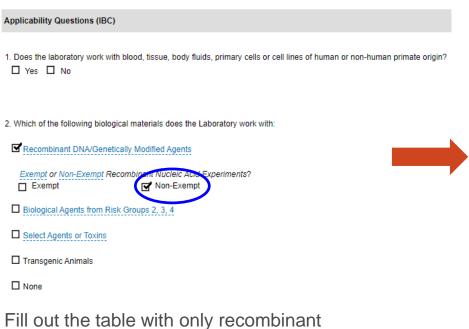
Exempt Recombinant DNA (IBC)

Electroporation of nucleic acid

RT-PCR, PCR
Electroporation Introduction of siRNA, shRNA, mRNA, miRNA



If the Non- Exempt box is checked, the Recombinant Table section will be next to appear. Please fill out this section entirely.



microorganisms. If you need any assistance filling out this section, please contact your Safety Advisor.

A: Click Add to add more agents



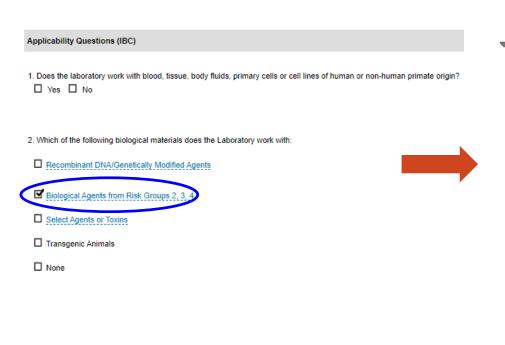
ecombinant Microorgal	sm Tracking Table:	a Add
î		
Select Microorganism Recombinant work:	or	▼
List strains/serotypes constructs (if you have numbers, list indicative examples):	large	
What is the ability of recombinant microorg to replicate in the cell which it will be grown	Self-Inactivating	
In what cell or cell type the recombinant microorganism or vet propagated or packag (e.g. 293T Cell)?	or be	
Recombinant microorganism used (animal model) or in culture)		Y
In what cell type(s) w recombinant microory or vector be expresse	nism Bacterial Fungal	
List the recombinant or gene family to be inserted, deleted, upregulated or downregulated.	ene .	
What is the original source(s) species of DNA/RNA?	Bacteria Bacteriophage Fungi Human Jellyfish Murine Other Parasite Virus Zebrafish	

Biological/Microbiological Agents (IBC)

1. Microorganism Tracking Table:



If the Biological Agents box is checked, the Biological/Microbiological Agents section will be next to appear. Please fill out this section entirely.



Select Microorganism for Biological/Microbiological work: List strains/serotypes for constructs (if you have large numbers, list indicative examples): Attenuated What is the ability of Replication Competent recombinant microorganism Replication Incompetent/Deficient to replicate in the cell in Self-Inactivating ☐ Unknown which it will be grown? Microorganism used in vivo (animal model) or in vitro (culture model): Conduct Multiplicity of infection (MOI) studies Types of manipulations Culturing performed or planned Introduction into animal model ☐ Isolation DNA/RNA related to named Other microorganism: Additional Information related to Human Exposure: ☐ Yes ☐ No Will you be conducting an experiment that introduces this microorganism into whole animals in your laboratory?



A: Click Add to add more agents

TEL 646-962-7233 WEB weill.cornell.edu/ehs EMAIL ehs@med.cornell.edu



Risk (IBC)

- 1. Does your research involve the creation of biological agents or recombinant microorganisms that could
- . Enhance the harmful consequences of the agent
- . Disrupt immunity or the effectiveness of an immunization against the agent
- · Confer resistance to clinically or agriculturally useful prophylactic or therapeutic interventions against that agent
- · Increase the stability, transmissibility, or the ability to disseminate the agent
- · Alter the host range or tropism of the agent
- . Enhance the susceptibility of a host population to the agent
- · Generate or reconstitute an eradicated or extinct agent

Yes	ПΝ

Dual Use Research of Concern (IBC)

- 1. Does your laboratory possess, work with, or store any of the high consequence agents or toxins listed below?
- · Avian influenza virus (highly pathogenic)
- · Bacillus anthracis
- Botulinum neurotoxin
- Burkholderia pseudomallei
- Ebola virus
- · Foot-and-mouth disease virus
- · Francisella tularenis
- · Marburg virus
- Reconstructed 1918 Influenza virus
- Rinderpest viru
- · Toxin-producing strains of Clostridium botulinum
- Variola major virus
- · Variola minor virus
- · Yersenia pestis

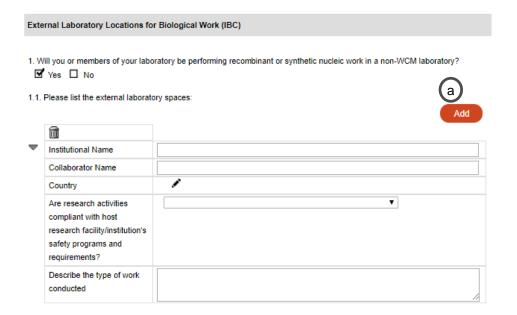
☐ Yes ☐ No

DURC is life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, material, or national security. The United States Government has designated a specific group of high-consequence agents and toxins for specific review, however DURC is not limited to these agents and toxins.

Please check Yes or No confirming the Risk and Dual Use Research of Concern







External Laboratory Locations for Biological Work

Please confirm whether members of the laboratory will be performing recombinant work in a non-WCM laboratory.

If yes, please complete the table.

A: Click Add to add more collaborators





	ill you or members of your er biocontainment?	laboratory be receiving samples from an outside collaborator which required
2.1 F	Please list the collaborator	Laboratory Location:
	m	
$\overline{}$	Institutional Name	
	Collaborator Name	
	Country	•
	Are research activities compliant with host research facility/institution's safety programs and requirements?	
	Describe nature of work and if applicable, samples being	

External Laboratory
Locations for Biological
Work

Please confirm whether the lab will be receiving samples from an outside collaborator, and those samples require higher biocontainment.

If yes, please complete the table.

A: Click Add to add more collaborators



✓ Yes □ No



Certification (IBC)

- . The above information is true to the best of my knowledge
- I have made available to my staff instruction and training specific to laboratory protocols describing routes of of exposure, symptoms of disease, treatments and other pathogen-specific information.
- I understand that in accordance with NIH Guidelines and WCM requirements, the IBC section of this Laboratory registration must be kept up-to-date and resubmitted for IBC approval by following the directions and policies found on the WCM IBC Website
- I understand that, unless specifically noted by the IBC, no health surveillance policy will be instituted for research at BSL-1 or BSL-2 levels, but that I am responsible for reporting illness among laboratory personnel (or human gene transfer subjects, if applicable) which affects single individuals repeatedly or multiple individuals, either at the same time or in some close sequence. I am also responsible for reporting even sporadic instances of unusual or life-threatening diseases such as leukemias, lymphomas, or chronic disabilities due to nervous, respiratory, renal, or gastrointestinal illness to the IBC. Individuals with work-related illnesses and injuries will continue to report directly to Workforce Health and Safety, in accordance with:
- 1. IBC Incident Reporting Policy
- 2. Environmental Health & Safety Program Manua



All Pages



Institutional Biosafety Committee Registration

Record Number: 19-0010 Pl: EHS, PI1RAC1 15-Feb-2019 02:58:28 PM

General

Introduction (IBC)

Pl Information (IBC)

Applicability Questions (IBC)

Overview of Laboratory
Research (IBC)

Certification (IBC)

General

Registration Number:
19-0010

19-0010-01

Title of Registration:
Institutional Biosafety Committee Registration

Certification (IBC)

Please read and acknowledge the responsibilities of the investigator. The IBC Incident Reporting Policy and EHS Program Manual are included at the bottom.

By completing the form, the PI agrees to the statements provided in the Certifications section.

To complete the form, check the complete box in the top right corner.



Updated By:

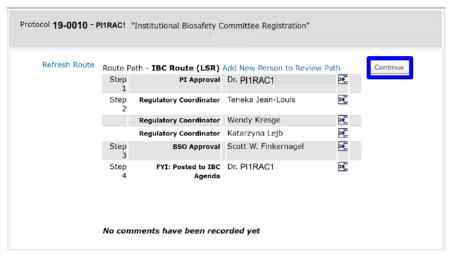
Submitting the IBC Registration



After completing the IBC registration (status is Complete), press **Submit**.



Please note: If the PI presses the submit button, the submission will be automatically routed to the IBC. If a coordinator/manager submits on the PI's behalf, the submission will be sent to the PI for approval as an action item.



After clicking the orange **Submit**, press **Continue**. The submission will now route to the IBC for pre-review.

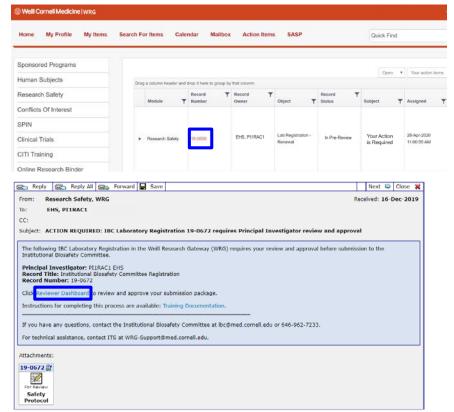


Submitting the IBC Registration cont.

IBC Laboratory Registrations can be initially submitted by the Lab Safety Coordinator, Safety Advisor of the EHS Regulatory Coordinator as well as the PI.

If submitted on behalf of PI

Step 1: PI will receive and email from WRG and an action item which will also appear on the WRG-RS home screen.



Both links will take you to the reviewer dashboard for PI approval

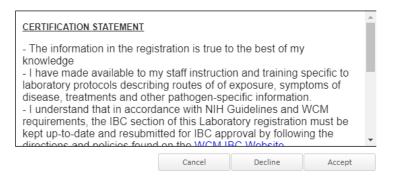


Submitting the IBC Registration cont.

Step 2: The action item will direct you to the review dashboard. Click on the **Review** tab



Step 4: Read and accept the Certification Statement. Now the submission will be routed to the IBC.



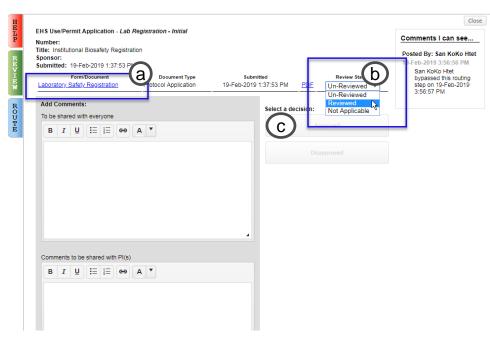
Step 3: Verify form information

A: Access the completed form

B: Change review status to Reviewed

C: Click Approved

If changes are needed, open the form and uncheck the complete box to edit. Re check when done and proceed with steps B and C.



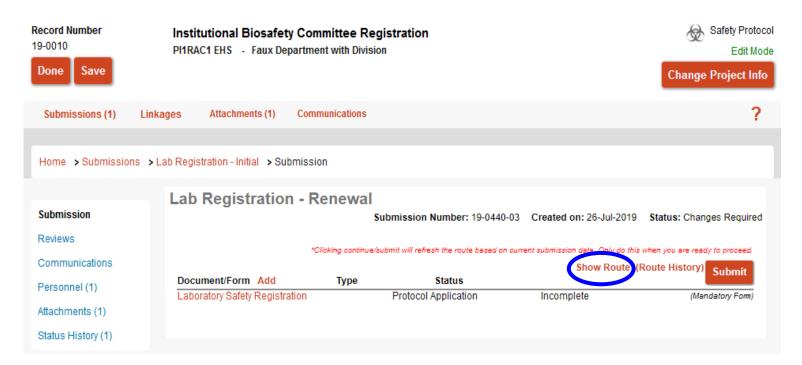


How to Address Comments

After submitting to the IBC, the submission will undergo pre-review. <u>At this point, the submission can be sent back to the PI in order to address any issues</u>. Comments will either be left within the form or outside the form.

Comments Outside the form

Step 1: Click on Show Route







The routing window will pop up. Comments will be located at the bottom.

Active Rout	ing Progress		Open Full
	19-0000 - Dr.	"Institutional Biosafety Committee Registration"	

		19-0000 - 51.	Institutional	biosarety Committee Regist		
Route Nan	ne Route Type	Step Number/Name	Who	Notified	Decision	Insert Remove
IBC Route (LSR)	Final Review	Step 2 - Regulatory Coordinator	Teneka Jean-Louis	∠ 04-Sep-2019 6:36:55 PM	Approved - Approved	
IBC Route (LSR)	Final Review		Wendy Kresge	△ 04-Sep-2019 6:36:56 PM	Not Applicable -	
IBC Route (LSR)	Final Review		Katarzyna Lejb	△ 04-Sep-2019 6:36:56 PM	Not Applicable -	
IBC Route (LSR)	Final Review	Step 3 - BSO Approval	Scott W. Finkernagel	∠ 05-Sep-2019 10:40:28 AM	DisApproved - Disapproved	
	Final Review	Step 4 - Returned for revisions	Dr.	05-Sep-2019 12:21:32 PM	Informed -	
IBC Route (LSR)	Final Review	Step 1 - PI Approval	Dr.			₽
IBC Route (LSR)	Final Review	Step 2 - Regulatory Coordinator	Wendy Kresge			₽
IBC Route (LSR)	Final Review		Katarzyna Lejb			
IBC Route (LSR)	Final Review		Teneka Jean-Louis			
IBC Route (LSR)	Final Review	Step 3 - BSO Approval	Scott W. Finkernagel			₽
IBC Route (LSR)	Final Review	Step 4 - FYI: Posted to IBC Agend	la Dr.			₽

Comments

Posted By: Scott W. Finkernagel

Comments to address within the WRG IBC lab registration form.



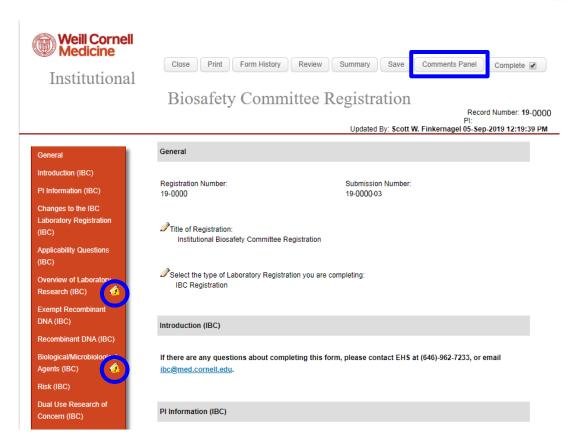


Comments Inside the form

Items that need to be addressed will be marked with a 🥻 or 🕕







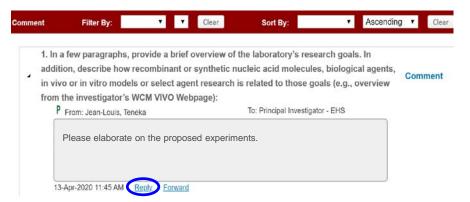
Step 1: Click on the symbol on the left hand side to bring you directly to the question that needs to be addressed.

Or

Click on the Comments Panel button at the top of the form.

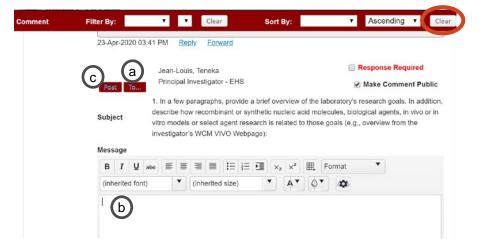


Step 2: Double click on the symbol next to the question to bring up the comment within the comments panel. To resolve the issue, press reply and type in your response within the comments panel:



A: Click on the **To** button to change the recipient to Principal Investigator- EHS





B: Type in your response, providing an explanation if needed. *Otherwise*, *type* "see updated form" and make sure the form is updated

C: Click Post

To delete a post you no longer what to add, click **Clear**.

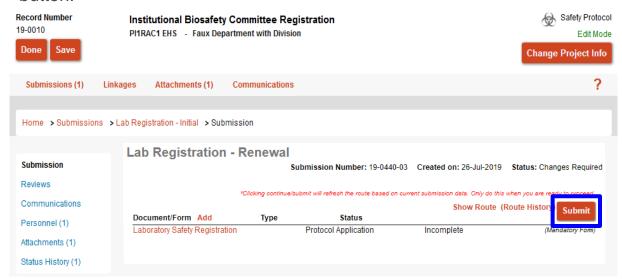


Step 3: Next, correct the question by unchecking the complete check box and revising the previous answer given. Re check when done.



Biosafety Committee Registration

Step 4: After correcting all the answers that had an issue, re submit by clicking the **Submit** button.



Please note: If the PI presses the submit button, the submission will be automatically routed to the IBC. If a coordinator/manager submits on the PI's behalf, the submission will route to the PI for approval as an action item.





After the meeting comments

If the committee requests administrative changes to your IBC registration, it will be assigned the status of **Modification Required**.

This status triggers an action item to be sent accompanied by a email

Email

Subject: Protocol Number: 20-0088 - NOTIFICATION: PI1QA EHS's Testing 1900, Record 20-0088, Status: Modifications Required

The following Laboratory Safety Registration submitted in the Weill Research Gateway (WRG) has been reviewed by the committee. Committee approval is pending once modifications identified in the application are completed and re-submitted by the Principal Investigator to the committee

Principal Investigator: PI1QA EHS

Record Title: Testing 1900

Record Number: 20-0088

Application Status: Modifications Required

Please login to review and edit your application.

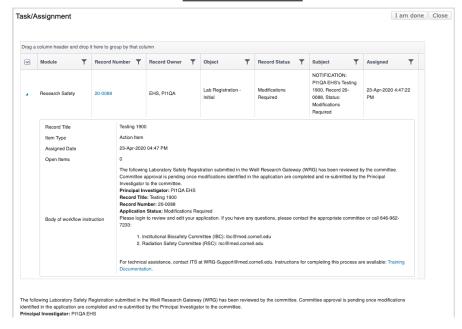
If you have any questions, please contact the appropriate committee or call 646-962-7233:

- 1. Institutional Biosafety Committee (IBC): ibc@med.comell.edu
- 2. Radiation Safety Committee (RSC): rsc@med.cornell.edu

For technical assistance, contact ITS at WRG-Support@med.cornell.edu.

Instructions for completing this process are available: Training Documentation.

Action Item







Step 1: Scroll down and click on the laboratory safety registration link

The following Laboratory Safety Registration submitted in the Weill Research Gateway (WRG) has been reviewed by the committee. Committee approval is pending once modifications

identified in the application are completed and re-submitted by the Principal Investigator to the committee

Bringing Investigator: DI104 EUC

-	ations Required dit your application. If ety Committee (IBC):	you have any questions, please co : ibc@med.cornell.edu @med.cornell.edu	ontact the appropriate commi	ttee or call 646-962-7233:				
For technical assistance, con	itact ITS at WRG-Sup	oport@med.comell.edu. Instruction	s for completing this process	are available: Training Document	mentation.			
Document/Form Add		Type Laboratory Safety	Status Completed	PDF	Show Route	(Route History)		
Finalize Task/Assign								
No Attached Documents	(Optional) Add							
Comments:			6					
Next Step/Decision:	Committee Review	v						
Assign to:	Automatic as per o	configurations.						
Task/Assignment							I am done	Close

Step 2: Uncheck the complete box to make changes to the form. Recheck when done.

Step 3: Once you are done making the edits, click I am done within the Task/Assignment window of the action tem.

Your edits will now route to the IBC. If the changes are sufficient, your approval will be emailed shortly after.



20-0088

Drag a column header and drop it here to group by that column

Research Safety

Record Owner

EHS, PI1QA

Lab Registration

Initial

Record Status

Modifications

Required

Assigned

23-Apr-2020 4:47:22

Subject NOTIFICATION

PI1QA EHS's Testing

1900, Record 20-

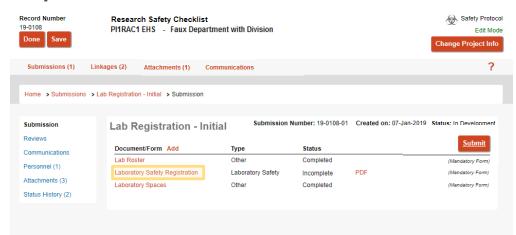
0088. Status: Modifications Required

Research Safety Checklist (EHS E – form)



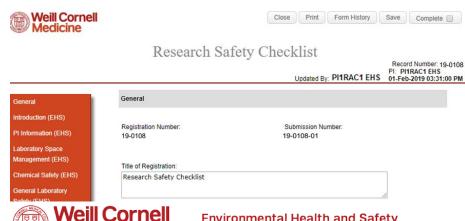
Step 1: Locate the Research Safety Checklist Registration record.

Step 2: On the next window, click on the link for the e-form.



Laboratory Roster and Laboratory Spaces that are uploaded within the Research Safety Checklist form can also be found as attachment on this page.

Step 3: The e form will open in a new window. Complete the form.



Research Safety Checklist (EHS e - form) cont.







Research Safety Checklist

Record Number: 19-0108
PI: PI1RAC1 EHS
Updated By: PI1RAC1 EHS
01-Feb-2019 03:31:00 PM

There are multiple parts that make up the EHS form.

General Introduction (EHS) PI Information (EHS) **Laboratory Space** Management (EHS) Chemical Safety (EHS) **General Laboratory** Safety (EHS) **Equipment Safety** Assessment (EHS) **Shipping Safety** Assessment (EHS) **Chemical Waste** Management (EHS) **Biological Safety (EHS)** Radiation Safety (EHS) Comments (EHS) Certification (EHS) **All Pages**

General	
Registration Number: 19-0108	Submission Number: 19-0108-01
Title of Registration:	
Research Safety Checklist	de la companya de la
Select the type of Laboratory Registra EHS Registration	tion you are completing:
Introduction (EHS)	
assessment tool for the College which	(EHS) Research Safety Checklist serves two important functions: (1) risk is used to identify and address various hazards in research; and (2) checklist a comprehensive tool for recognizing hazards and compliance issues in
	g this form please contact EHS at (646)-962-7233 or email ation can be found on our website at ehs.weill.cornell.edu .
DI Information (EHS)	

Step 4: Ensure that the complete check box is unchecked before editing the form.



Research Safety Checklist (EHS e - form) cont.



PI Information (EHS)

Name: PI1RAC1 EHS

Full Name:	PI1RAC1 EHS
Address 1:	1300 York Avenue
Address 2:	
City:	New York
State:	NY
County:	New York
Zip:	10065-0000
Email:	PI1RAC1@med.cornell.edu
Phone:	+1 212 746 000
Department:	Microbiology and Immunology
Title:	Professor of Microbiology and Immunology

Do you have a designated <u>Laboratory Manager/Laboratory Safety Coordinator</u> to serve as the primary contact with EHS? If no, you will be responsible for conducting day-to-day safety activities and serve as the primary contact.

1.1. Please add all personnel who are Laboratory Managers/Laboratory Safety Coordinators

Name:	Lab Admin C	Lab Admin Contact					
	Full Name:	Lab Admin Contact					
	Address 1:	1300 York Avenue					
	Address 2:						
	City:	New York					
	State:	NY					
	County:	New York					
	Zip:	10065-0000					
	Email:	conact@med.cornell.edu					
	Phone:	+1 212 746 000					
Indicate which space(s this person manages:	BB1801						

PI information

The PI information will be present within the first section. This information is pulled directly from the WCM directory. If there is an error within the information provided, please sign into your profile within the directory and update your profile.

Next indicate if there is an administrative contact. This contact will have access to the record and be contacted by the system <u>ONLY</u> if this person has been made a delegate within the system.

To make someone a delegate, a <u>WRG access</u> form would need to be filled out and submitted by your Departmental Administrator.

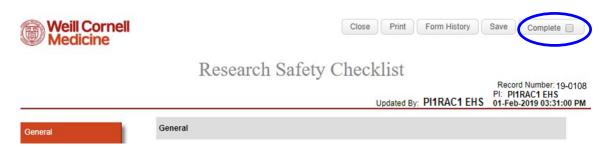


Research Safety Checklist (EHS E - form) cont.

Step 5: Please ensure the excel sheet of your roster is complete and accurate. If any of the lab's personnel are physically impaired, please list their names in question 3.



Step 6: Check **Complete** when form is complete.



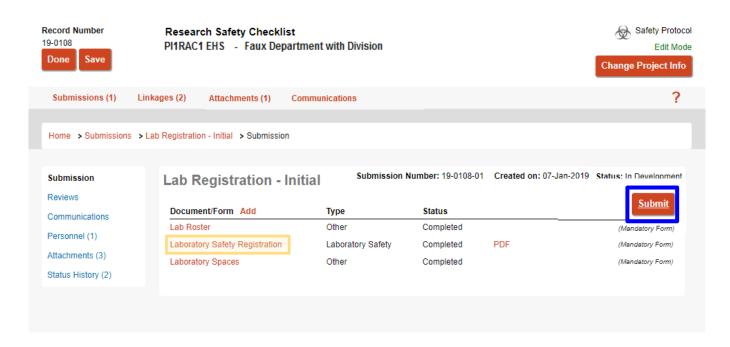
Please note that your Safety
Advisor will help you fill out
your form and upload the space
and roster information during
your annual inspection. Please
go through the form making
sure the answers are accurate.



Submitting the EHS Registration



After completing the Research Safety Checklist (status is Complete), click on submit.



Please note: If the PI presses the submit button, the submission will be automatically routed to EHS. If a coordinator/manager submits on the PI's behalf, the submission will route to the PI for approval as an action item.

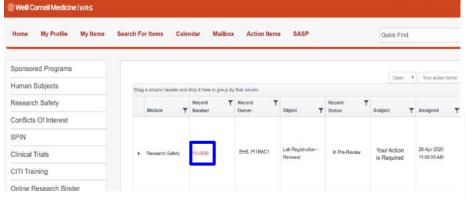


Submitting the EHS Registration cont.

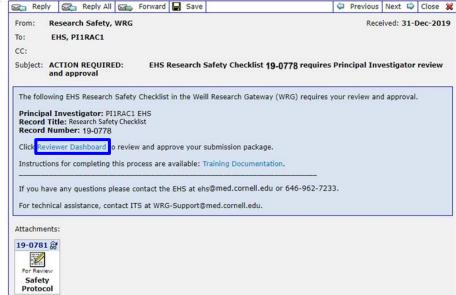
EHS Registrations will be initially submitted by Safety Advisor. The Lab Safety Coordinator and the PI can also initially submit.

If submitted on behalf of PI

Step 1: PI will receive an email from WRG and an action item which will also appear on the WRG-RS home screen.



Both links will take you to the reviewer dashboard for PI approval



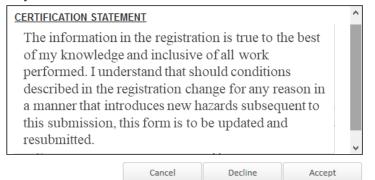


Submitting the EHS Registration cont.

Step 2: The action item will direct you to the review dashboard. Click on the Review tab



Step 4: Read and accept the Certification Statement. Now your submission will be routed to the EHS.



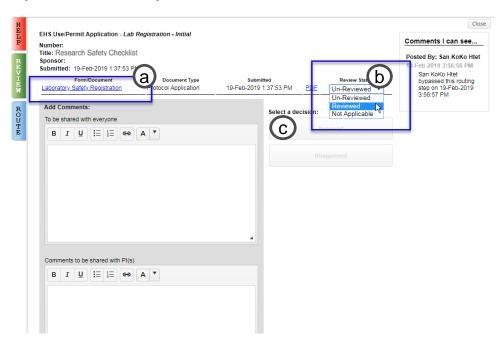


A: Access the completed form

B: Change review status to Reviewed

C: Click Approved

If changes are needed, open the form and uncheck the complete box to edit. Re check when done and proceed with steps B and C.

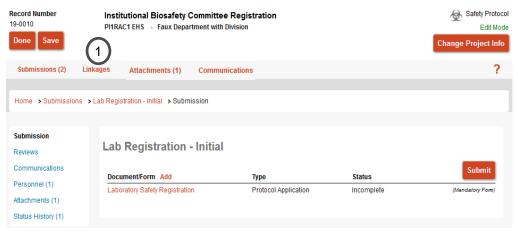




Linking Other Records to Your Registration



Step 1: Locate one of the records you want to link. Click on Linkages



Step 2: Select **Safety protocol** (EHS or IBC record) or **proposal** (grant) or **Human Protocol** (Clinical Application) to classify second record. Click on **Add**.

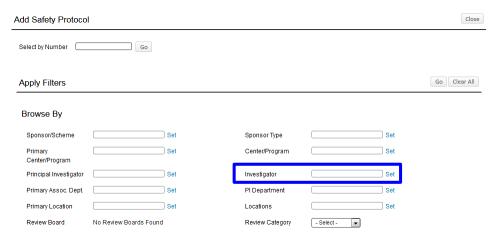




Linking Other Records to your Registration cont.



Step 3: Go to Investigator and click on set. (new window will appear)



Step 4: Search for PI name



A: Select the first letter of the investigator's last name.

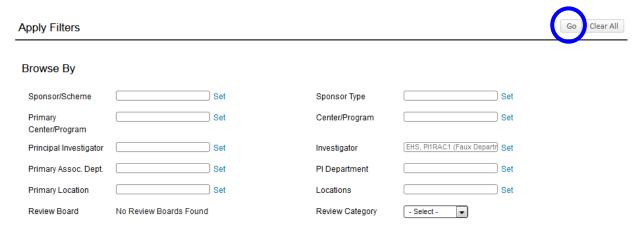
B: Type in Investigator name (last, first name). Once the name populates within the dropdown field, press save.



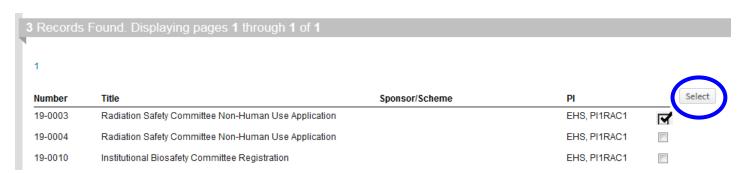
Linking Other Records to Your Registration cont.



Step 5: The investigator name should now be within the corresponding field box. Press **Go**.



Step 6: All the records owned by investigator within WRG-RS will be shown here. Select the record you want to link by checking the box. Press select.

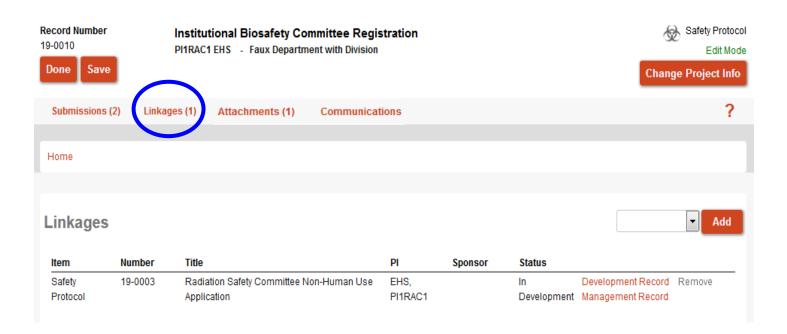




Linking Other Records to Your Registration cont.



Step 7: You will directed to the original window specifying the second record you have linked. Number of records linked to the initial record will be indicated by a number in parenthesis.





Creating an Amendment (IBC)



Step 1: Click on the Submissions tab



If you have any question regarding the amendment, please contact your safety advisor or the IBC at 646-962-7233 or email ibc@med.cornell.edu

Step 2: Select Lab Registration - Amendment from the dropdown menu. Click Add.





Renewals



Renewals will be initiated by EHS within WRG-RS. Pls will receive a notice from the system about IBC registration expiration 60 and 30 days prior. If you have any questions filling out the e-form, please contact your Safety Advisor.

Submission deadline is 10 days before the third Wednesday of each month.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	4	
IBC meeting deadlin	e 5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	IBC meeting
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		



Contact us



You can contact us during normal business hours 9AM to 5PM, Monday through Friday.

EHS	646-962-7233	ehs@med.cornell.edu
IBC	646-962-7233	ibc@med.cornell.edu



User Tips



Using the done and close buttons on each window to ensure proper record closure. If you X out the window, you will still be logged into the record. Form History Close Print Save Complete

Two users cannot access the same record and edit at the same time. The first user will be in **Edit mode** and the second user will be in **View mode**. The mode you are currently in is displayed within the record.



Done

Save

Institutional Biosafety Committee Registration PI1RAC1 EHS - Faux Department with Division



If you are having issues with using WRG on your browser, try accessing the site in incognito mode



