

Environmental Health and Safety

Weill Research Gateway Research Safety (WRG-RS) Module

Lab Registration Guide

2020



Weill Cornell Medicine

Index



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How to sign into WRG



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

 Weill Cornell Medicine

Weill Research Gateway (WRG)

Please select your institution from the list below.

Weill Cornell Medicine

Weill Cornell Medicine in Qatar

NewYork-Presbyterian Hospital

Remember my choice for:

Step 2: Log in, using WCM CWID and password

 Weill Cornell Medicine

WCM Web Login

CWID

Password

WCM Web Login Session Duration
30 Minutes

Login

Important Security Reminders

- Only type your CWID and Password into this website if it displays login.weill.cornell.edu/ in the URL bar.
- WCM Web Login allows you to access many services by only logging in once (otherwise known as Single Sign On or SSO), so **never leave your computer unattended**.
- For maximum security, **quit your web browser when you are done accessing WCM web sites and applications that require authentication**.

Identity Management Services

- Activate CWID
- Change Password
- Forgot Password
- Password Policy
- Duo Two-Factor Authentication Enrollment

Support Resources

- Phone: 212-746-4878 (Mon. - Fri. 7 AM - 7 PM)
- In person at SMARTDesk: WCM Library Commons at 1300 York Ave (Mon - Fri, 9 AM - 6 PM; Sat, 10 AM - 6 PM; Sun, 12 PM - 6 PM) or 575 Lexington Ave 3rd Floor (Mon - Fri, 9 AM - 5 PM)
- Online: myhelpdesk.med.cornell.edu (Open a ticket)
- Email: support@med.cornell.edu

ITS System Status and Maintenance

- 2/19: Maintenance affecting myhelpdesk, HR Solution Center & myEHS
- Service Alert: Network Outage at 903 Park Avenue
- 2/10: SuccessFactors Learning module maintenance
- 2/9: BI reporting maintenance
- 2/7: Weill Research Gateway downtime
- More...

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)

Select 'Locate' Criteria

Help Close

Modules available for searching across:

☐ Conflicts Of Interest ☐ Human Subjects ☒ Research Safety ☐ Sponsored Programs

Available fields to search by

Selected fields

Search

☐ Record Associated Departments
☐ Record Classification Codes
☐ Record Creation Date
☐ Record Key Words
☐ Record Number
☒ Record Owner
☐ Record Owner Primary Department
☐ Record Personnel

☐ Record Personnel Department
☐ Record Primary Department
☐ Record Primary Sponsor
☐ Record Primary Sponsor Type
☐ Record Status
☐ Record Title
☐ Record Type
☐ Status Code Grouping

Record Owner
Last, first - Pediatric

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

PIs 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

Record Number
19-0010

Institutional Biosafety Committee Registration
PH1RAC1 EHS - Faux Department with Division

[Done](#) [Save](#) [Change Project Info](#) [Safety Protocol](#) [Edit Mode](#)

[Submissions \(1\)](#) [Linkages](#) [Attachments \(1\)](#) [Communications](#) ?

[Home](#) > [Submissions](#) > [Lab Registration - Initial](#) > [Submission](#)

Submission
[Reviews](#)
[Communications](#)
[Personnel \(1\)](#)
[Attachments \(1\)](#)
[Status History \(1\)](#)

Lab Registration - Initial

Document/Form	Type	Status
Laboratory Safety Registration	Protocol Application	Incomplete

[Submit](#) (Mandatory 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



[Close](#) [Print](#) [Form History](#) [Save](#) [Complete](#) ☐

Institutional Biosafety Committee Registration

Record Number: 19-0010
PI: EHS, PH1RAC1

Updated By: Teneka Jean-Louis 15-Feb-2019 02:58:28 PM

General

[Introduction \(IBC\)](#)
[PI Information \(IBC\)](#)
[Applicability Questions \(IBC\)](#)
[Overview of Laboratory Research \(IBC\)](#)
[Certification \(IBC\)](#)
[All Pages](#)

General

Registration Number:
19-0010

Submission Number:
19-0010-01

Title of Registration:
Institutional Biosafety Committee Registration



Environmental Health and Safety

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

[Back to Index](#)

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.cornell.edu.

PI Information (IBC)

Principal Investigator Name

Email:	Investigator@med.cornell.edu
Phone:	+1 212 746 647 0000
Department:	Biochemistry
Title:	Associate Professor of Research in Biochemistry

1. Do you have a designated Administrative Contact for this registration? ☐ 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 ONLY if this person has been made a delegate within the system.*

To make someone a delegate, a [WRG access form](#) would need to be filled out and submitted by your Departmental Administrator.

Completing the IBC E- form cont.



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

Changes to the IBC Laboratory Registration (IBC)

1. 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)).

Applicability Questions (IBC)

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 Are any of these samples known to be infectious? ☒ Yes ☐ No

1.2.1 Please describe:

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

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.

Completing the IBC E- form cont.



Research (IBC)

Certification (IBC)

All Pages

Applicability Questions (IBC)

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

☐ Yes ☐ No

2. 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 Toxins](#) 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.

Completing the IBC E- form cont.



Overview of Laboratory Research

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

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):

Completing the IBC E- form cont.



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)

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

☐ Yes ☐ No

2. Which of the following biological materials does the Laboratory work with:

☒ [Recombinant DNA/Genetically Modified Agents](#)

[Exempt or Non-Exempt Recombinant Nucleic Acid Experiments?](#)

☒ Exempt ☐ Non-Exempt

☐ [Biological Agents from Risk Groups 2, 3, 4](#)

☐ [Select Agents or Toxins](#)

☐ Transgenic Animals

☐ None



Exempt Recombinant DNA (IBC)

This section is intended to describe common experiments considered exempt/low risk by the NIH guidelines. Examples include: expression of recombinant nucleic acid in tissue culture, work in E.coli (K12) or yeast.

1. Will rDNA be propagated in prokaryotic host(s) (i.e. *Escherichia coli*)?

☒ Yes ☐ 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
- ☐ Bacterial Expression Vector
- ☐ Protein expression
- ☐ Plasmid/Vector Propagation
- ☐ YAC
- ☐ Other

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.

2. Will rDNA experiments use *Saccharomyces* as host-vector systems (e.g. *S. uvarum*, *S. pombe*, *S. cerevisiae*)?

☐ Yes ☐ No

3. 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
- ☐ RT-PCR, PCR
- ☐ Electroporation of nucleic acid
- ☐ Introduction of siRNA, shRNA, mRNA, miRNA
- ☐ CRISPR/Cas9
- ☐ Other

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)

Completing the IBC E- form cont.



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

Applicability Questions (IBC)

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

☐ Yes ☐ No

2. Which of the following biological materials does the Laboratory work with:

☒ [Recombinant DNA/Genetically Modified Agents](#)

[Exempt or Non-Exempt Recombinant Nucleic Acid Experiments?](#)

☐ Exempt ☒ Non-Exempt

☐ [Biological Agents from Risk Groups 2, 3, 4](#)

☐ [Select Agents or Toxins](#)

☐ Transgenic Animals

☐ None

Fill out the table with only recombinant microorganisms. If you need any assistance filling out this section, please contact your Safety Advisor.

A: Click Add to add more agents



Recombinant DNA (IBC)

1. Recombinant Microorganism Tracking Table:

a

Add

Select Microorganism for Recombinant work:	<input type="text"/>
List strains/serotypes for constructs (if you have large numbers, list indicative examples):	<input type="text"/>
What is the ability of recombinant microorganism to replicate in the cell in which it will be grown?"	<input type="checkbox"/> Attenuated <input type="checkbox"/> Replication Competent <input type="checkbox"/> Replication Incompetent/Deficient <input type="checkbox"/> Self-Inactivating <input type="checkbox"/> Unknown
In what cell or cell type will the recombinant microorganism or vector be propagated or packaged in (e.g. 293T Cell)?	<input type="text"/>
Recombinant microorganism used <i>in vivo</i> (animal model) or <i>in vitro</i> (in culture)	<input type="text"/>
In what cell type(s) will the recombinant microorganism or vector be expressed?	<input type="checkbox"/> Animal <input type="checkbox"/> Bacterial <input type="checkbox"/> Fungal <input type="checkbox"/> Human <input type="checkbox"/> Insect <input type="checkbox"/> Other
List the recombinant gene or gene family to be inserted, deleted, upregulated or downregulated.	<input type="text"/>
What is the original source(s) species of the DNA/RNA?	<input type="checkbox"/> Bacteria <input type="checkbox"/> Bacteriophage <input type="checkbox"/> Fungi <input type="checkbox"/> Human <input type="checkbox"/> Jellyfish <input type="checkbox"/> Murine <input type="checkbox"/> Other <input type="checkbox"/> Parasite <input type="checkbox"/> Virus <input type="checkbox"/> Zebrafish

Completing the IBC E- form cont.



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

Applicability Questions (IBC)

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

☐ Yes ☐ No

2. 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 Toxins](#)

☐ Transgenic Animals

☐ None



Biological/Microbiological Agents (IBC)

1. Microorganism Tracking Table:

a

Add

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

A: Click Add to add more agents

Completing the IBC E- form cont.



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 ☐ No

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 tularensis
- Marburg virus
- Reconstructed 1918 Influenza virus
- Rinderpest virus
- 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

Completing the IBC E- form cont.



External Laboratory Locations for Biological Work (IBC)

1. Will you or members of your laboratory be performing recombinant or synthetic nucleic work in a non-WCM laboratory?

☒ Yes ☐ No

1.1. Please list the external laboratory spaces:

a

Add

▼	
Institutional Name	<input type="text"/>
Collaborator Name	<input type="text"/>
Country	<input type="text"/>
Are research activities compliant with host research facility/institution's safety programs and requirements?	<input type="text"/>
Describe the type of work conducted	<input type="text"/>

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

Completing the IBC E- form cont.



2. Will you or members of your laboratory be receiving samples from an outside collaborator which required higher biocontainment? ☒ Yes ☐ No

2.1 Please list the collaborator Laboratory Location:



Institutional Name	<input type="text"/>
Collaborator Name	<input type="text"/>
Country	<input type="text"/>
Are research activities compliant with host research facility/institution's safety programs and requirements?	<input type="text"/>
Describe nature of work and if applicable, samples being received	<input type="text"/>

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

Completing the IBC E- form cont.



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 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 Manual](#)

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.



Close Print Form History Save **Complete**

Institutional Biosafety Committee Registration

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

Updated By:

General

Introduction (IBC)

PI Information (IBC)

Applicability Questions (IBC)

Overview of Laboratory Research (IBC)

Certification (IBC)

All Pages

General

Registration Number:
19-0010

Submission Number:
19-0010-01

Title of Registration:

Institutional Biosafety Committee Registration

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



Environmental Health and Safety

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

[Back to Index](#)

Submitting the IBC Registration



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

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Safety Protocol
Edit Mode

Done Save Change Project Info

Submissions (1) Linkages Attachments (1) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

Submission
Reviews
Communications
Personnel (1)
Attachments (1)
Status History (1)

Lab Registration - Initial

Document/Form	Add	Type	Status
Laboratory Safety Registration		Protocol Application	Complete

(Mandatory Form)

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.

Protocol **19-0010 - PI1RAC1** "Institutional Biosafety Committee Registration"

Refresh Route

Route Path - **IBC Route (LSR)** Add New Person to Review Path

Continue

Step 1	PI Approval	Dr. PI1RAC1	Dr.
Step 2	Regulatory Coordinator	Teneka Jean-Louis	Dr.
	Regulatory Coordinator	Wendy Kresge	Dr.
	Regulatory Coordinator	Katarzyna Lejb	Dr.
Step 3	BSO Approval	Scott W. Finkernagel	Dr.
Step 4	FYI: Posted to IBC Agenda	Dr. PI1RAC1	Dr.

No comments have been recorded yet

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 or the EHS Regulatory Coordinator as well as the PI.

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.

Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
Research Safety	19-0672	EHS, P11RAC1	Lab Registration - Renewal	In Pre-Review	Your Action is Required	28-Apr-2020 11:00:55 AM

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

From: Research Safety, WRG
To: EHS, P11RAC1
Received: 16-Dec-2019

Subject: ACTION REQUIRED: IBC Laboratory Registration 19-0672 requires Principal Investigator review and approval

The following IBC Laboratory Registration in the Weill Research Gateway (WRG) requires your review and approval before submission to the Institutional Biosafety Committee.

Principal Investigator: P11RAC1 EHS
Record Title: Institutional Biosafety Committee Registration
Record Number: 19-0672

Click [Reviewer Dashboard](#) to review and approve your submission package.

Instructions for completing this process are available: [Training Documentation](#).

If you have any questions, contact the Institutional Biosafety Committee at ibc@med.cornell.edu or 646-962-7233.

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

Attachments:
19-0672 For Review Safety Protocol

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.

CERTIFICATION STATEMENT

- The information in the registration 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 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](#).

Cancel Decline Accept

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. At this point, the submission can be sent back to the PI in order to address any issues. Comments will either be left within the form or outside the form.

Comments Outside the form

Step 1: Click on **Show Route**

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Safety Protocol
Edit Mode

Done Save

Change Project Info

Submissions (1) Linkages Attachments (1) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

Submission

Reviews

Communications

Personnel (1)

Attachments (1)

Status History (1)

Lab Registration - Renewal

Submission Number: 19-0440-03 Created on: 26-Jul-2019 Status: Changes Required

*Clicking continue/submit will refresh the route based on current submission data. Only do this when you are ready to proceed.

Document/Form	Add	Type	Status	
Laboratory Safety Registration		Protocol Application	Incomplete	(Mandatory Form)

Show Route (Route History) Submit

How to Address Comments cont.



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

Active Routing Progress

[Open Full](#)

19-0000 - Dr.

"Institutional Biosafety Committee Registration"

Route Name	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	
IBC Route (LSR)	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 Agenda Dr.				

Comments

Posted By: Scott W. Finkernagel

05-Sep-2019 12:21:32 PM


Comments to address within the WRG IBC lab registration form.

How to Address Comments cont.



Comments Inside the form

Items that need to be addressed will be marked with a  or  symbol.



Weill Cornell Medicine
Institutional


Close Print Form History Review Summary Save **Comments Panel** Complete ☒


Biosafety Committee Registration

Record Number: 19-0000
PI:
Updated By: Scott W. Finkernagel 05-Sep-2019 12:19:39 PM

General

Registration Number: 19-0000 Submission Number: 19-0000-03

 Title of Registration:
Institutional Biosafety Committee Registration

 Select the type of Laboratory Registration you are completing:
IBC Registration

Introduction (IBC)

If there are any questions about completing this form, please contact EHS at (646)-962-7233, or email ibc@med.cornell.edu.

PI Information (IBC)

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.

How to Address Comments cont.



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:

Comment Filter By: [v] [v] Clear Sort By: [v] Ascending [v] Clear

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):

Comment

From: Jean-Louis, Teneka

To: Principal Investigator - EHS

Please elaborate on the proposed experiments.

13-Apr-2020 11:45 AM Reply Forward

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

Select Distribution Group(s)

Save Close

- ☐ Committee Members
- ☒ 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 want to add, click **Clear**.

Comment Filter By: [v] [v] Clear Sort By: [v] Ascending [v] Clear

23-Apr-2020 03:41 PM Reply Forward

c **a**

Post To...

Response Required

☒ Make Comment Public

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):

Subject

Message

b

How to Address Comments cont.



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



Institutional

Biosafety Committee Registration

Close Print Form History Review Summary Save Comments Panel **Complete ☒**

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

Record Number 19-0010 Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Done Save

Safety Protocol Edit Mode Change Project Info

Submissions (1) Linkages Attachments (1) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

Submission

Reviews

Communications

Personnel (1)

Attachments (1)

Status History (1)

Lab Registration - Renewal

Submission Number: 19-0440-03 Created on: 26-Jul-2019 Status: Changes Required

*Clicking continue/submit will refresh the route based on current submission data. Only do this when you are ready to proceed.

Document/Form	Add	Type	Status	
Laboratory Safety Registration		Protocol Application	Incomplete	(Mandatory Form)

Show Route (Route History)

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 route to the PI for approval as an action item.



Environmental Health and Safety

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

[Back to Index](#)

How to Address Comments cont.



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: P11QA 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: P11QA 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.cornell.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](#).
[Log In](#)

Action Item

Task/Assignment

I am doneClose

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

Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
Research Safety	20-0088	EHS, P11QA	Lab Registration - Initial	Modifications Required	NOTIFICATION: P11QA EHS's Testing 1900, Record 20-0088, Status: Modifications Required	23-Apr-2020 4:47:22 PM

Record Title

Item Type

Assigned Date

Open Items

Testing 1900

Action Item

23-Apr-2020 04:47 PM

0

Body of workflow instruction

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: P11QA 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.cornell.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](#).

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: P11QA EHS

How to Address Comments cont.



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.

Principal Investigator: P11QA 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.cornell.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](#).

Document/Form	Add	Type	Status	Show Route	(Route History)
Laboratory Safety Registration		Laboratory Safety	Completed	PDF	(Mandatory Form)

Finalize Task/Assignment

Supporting Attachments (Optional) [Add](#)

No Attached Documents

Comments:

Next Step/Decision: Committee Review

Assign to: Automatic as per configurations.

Task/Assignment

[I am done](#) [Close](#)

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

<input checked="" type="checkbox"/>	Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
	Research Safety	20-0088	EHS, P11QA	Lab Registration - Initial	Modifications Required	NOTIFICATION: P11QA EHS's Testing 1900, Record 20-0088, Status: Modifications Required	23-Apr-2020 4:47:22 PM

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.

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.

Record Number
19-0108

Research Safety Checklist
PI1RAC1 EHS - Faux Department with Division

Done Save

Safety Protocol
Edit Mode

Change Project Info

Submissions (1) Linkages (2) Attachments (1) Communications

Home > Submissions > Lab Registration - Initial > Submission

Submission

Reviews

Communications

Personnel (1)

Attachments (3)

Status History (2)

Lab Registration - Initial

Submission Number: 19-0108-01 Created on: 07-Jan-2019 Status: In Development

Document/Form	Add	Type	Status	
Lab Roster		Other	Completed	(Mandatory Form)
Laboratory Safety Registration		Laboratory Safety	Incomplete	PDF (Mandatory Form)
Laboratory Spaces		Other	Completed	(Mandatory Form)

Submit

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.

Weill Cornell Medicine

Close Print Form History Save Complete

Research Safety Checklist

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

General

Introduction (EHS)

PI Information (EHS)

Laboratory Space Management (EHS)

Chemical Safety (EHS)

General Laboratory Safety (EHS)

General

Registration Number: 19-0108

Submission Number: 19-0108-01

Title of Registration:
Research Safety Checklist

Research Safety Checklist (EHS e – form) cont.

[Close](#)[Print](#)[Form History](#)[Save](#)[Complete ☐](#)

Research Safety Checklist

Record Number: 19-0108

PI: PI1RAC1 EHS

01-Feb-2019 03:31:00 PM

Updated By: PI1RAC1 EHS

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 \(EHS\)](#)[Hazardous Materials
Shipping Safety
Assessment \(EHS\)](#)[Chemical Waste
Management \(EHS\)](#)[Biological Safety \(EHS\)](#)[Radiation Safety \(EHS\)](#)[Comments \(EHS\)](#)[Certification \(EHS\)](#)[All Pages](#)

General

Registration Number:
19-0108Submission Number:
19-0108-01

Title of Registration:

Research Safety Checklist

Select the type of Laboratory Registration you are completing:
EHS Registration

Introduction (EHS)

The Environmental Health and Safety (EHS) Research Safety Checklist serves two important functions: (1) risk assessment tool for the College which is used to identify and address various hazards in research; and (2) checklist to provide Principal Investigators with a comprehensive tool for recognizing hazards and compliance issues in research.

If you have any questions regarding this form please contact EHS at (646)-962-7233 or email ehs@med.cornell.edu. More information can be found on our website at ehs.weill.cornell.edu.

PI 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

1. Do you have a designated [Laboratory Manager/Laboratory Safety Coordinator](#) 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. ☒ Yes ☐ No

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

Name:	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:	contact@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 ONLY if this person has been made a delegate within the system.*




To make someone a delegate, a [WRG access 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.

Lab Roster

2. Please upload a copy of your lab roster.   

3. Please list any personnel who are [physically impaired](#):

Laboratory Space Management (EHS)

1. Please upload a list of all of your laboratory spaces.   



Click on this icon to view attachment



Click on this icon to upload attachment



Click on this icon to delete attachment

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



Research Safety Checklist

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

Updated By: PI1RAC1 EHS

General

General

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.



Environmental Health and Safety

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

[Back to Index](#)

Submitting the EHS Registration



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

Record Number
19-0108

Research Safety Checklist
PI1RAC1 EHS - Faux Department with Division

[Done](#) [Save](#)

[Safety Protocol](#) [Edit Mode](#)

[Change Project Info](#)

[Submissions \(1\)](#) [Linkages \(2\)](#) [Attachments \(1\)](#) [Communications](#) [?](#)

[Home](#) > [Submissions](#) > [Lab Registration - Initial](#) > [Submission](#)

Submission

[Reviews](#)

[Communications](#)

[Personnel \(1\)](#)

[Attachments \(3\)](#)

[Status History \(2\)](#)

Lab Registration - Initial

Submission Number: 19-0108-01 Created on: 07-Jan-2019 Status: In Development

Document/Form	Add	Type	Status	
Lab Roster		Other	Completed	(Mandatory Form)
Laboratory Safety Registration		Laboratory Safety	Completed	PDF (Mandatory Form)
Laboratory Spaces		Other	Completed	(Mandatory Form)

[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

HOW TO REVIEW

The Reviewer Dashboard allows you to:

- Indicate "Your Decision" on the review of this item
- "See Comments" others have made about this item
- See the "Routing Progress" of this item

How to add comments and indicate "Your Decision" on the review of this item:

1. On the green "REVIEW" tab, click the link to view your item.
2. Select the "Reviewed" option.
3. Enter any comments in the first text box, if applicable.
4. Click the Save icon (floppy disk) in the extreme upper right hand corner of the window.
5. Use the "My Decision" drop down menu to select an option.
6. Re-Save the form and press "OK" in the pop-up alert that appears.
7. Once you set your decision and save, you will not be able to make any additional changes.

Slips:

How to "See Comments" in the Reviewer Dashboard:

1. Read comments from previous reviewers will show on the right hand panel under the green "REVIEW" tab.
2. Your comments will also populate here, if you have any. If you intend to "Add Comments", you should do so before you set your decision.

How to see the "Routing Progress" that the item has or will take:

1. Click the blue "ROUTE" tab.
2. You will be able to see the steps that the item has gone or will go through.

For questions and technical assistance, please email ehsusers@med.cornell.edu.

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

CERTIFICATION STATEMENT

The information in the registration is true to the best of my knowledge and inclusive of all work performed. I understand that should conditions described in the registration change for any reason in a manner that introduces new hazards subsequent to this submission, this form is to be updated and resubmitted.

Cancel Decline Accept

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.

EHS Use/Permit Application - Lab Registration - Initial

Number:
Title: Research Safety Checklist
Sponsor:
Submitted: 19-Feb-2019 1:37:53 PM

Form/Document	Document Type	Submitted
Laboratory Safety Registration	Protocol Application	19-Feb-2019 1:37:53 PM

Add Comments:
To be shared with everyone

Comments to be shared with PI(s)

Review Status: Un-Reviewed, Un-Reviewed, **Reviewed**, Not Applicable

Select a decision: Disapproved, **Approved**

Comments I can see...
Posted By: San KoKo Htet
19-Feb-2019 3:56:56 PM
San KoKo Htet bypassed this routing step on 19-Feb-2019 3:56:57 PM

Linking Other Records to Your Registration



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

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Safety Protocol
Edit Mode

Done Save

1

Change Project Info

Submissions (2) **Linkages** Attachments (1) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

Submission
Reviews
Communications
Personnel (1)
Attachments (1)
Status History (1)

Lab Registration - Initial

Document/Form	Add	Type	Status	Submit
Laboratory Safety Registration		Protocol Application	Incomplete	(Mandatory Form)

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

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Safety Protocol
Edit Mode

Done Save

Change Project Info

Submissions (2) **Linkages** Attachments (1) Communications ?

Home > Linkages

Linkages

2

Add

- Human Protocol
- Safety Protocol
- Proposal

Linking Other Records to your Registration cont.



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

Add Safety Protocol close

Select by Number Go

Apply Filters Go Clear All

Browse By

Sponsor/Scheme	<input type="text"/> Set	Sponsor Type	<input type="text"/> Set
Primary Center/Program	<input type="text"/> Set	Center/Program	<input type="text"/> Set
Principal Investigator	<input type="text"/> Set	Investigator	<input type="text"/> Set
Primary Assoc. Dept.	<input type="text"/> Set	PI Department	<input type="text"/> Set
Primary Location	<input type="text"/> Set	Locations	<input type="text"/> Set
Review Board	No Review Boards Found	Review Category	- Select - ▼

Step 4: Search for PI name

Investigator Save Close

a A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

EHS, PI1RAC1 (Faux Department with Division) ▼

b **Search for a particular entry**

EHS, PI1RAC1

Filter by Position ▼

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**.

Apply Filters

Go Clear All

Browse By

Sponsor/Scheme	<input type="text"/>	Set	Sponsor Type	<input type="text"/>	Set
Primary Center/Program	<input type="text"/>	Set	Center/Program	<input type="text"/>	Set
Principal Investigator	<input type="text"/>	Set	Investigator	EHS, PI1RAC1 (Faux Depart)	Set
Primary Assoc. Dept.	<input type="text"/>	Set	PI Department	<input type="text"/>	Set
Primary Location	<input type="text"/>	Set	Locations	<input type="text"/>	Set
Review Board	No Review Boards Found		Review Category	- Select -	

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.

3 Records Found. Displaying pages 1 through 1 of 1

1

Number	Title	Sponsor/Scheme	PI	Select
19-0003	Radiation Safety Committee Non-Human Use Application		EHS, PI1RAC1	<input checked="" type="checkbox"/>
19-0004	Radiation Safety Committee Non-Human Use Application		EHS, PI1RAC1	<input type="checkbox"/>
19-0010	Institutional Biosafety Committee Registration		EHS, PI1RAC1	<input type="checkbox"/>

Linking Other Records to Your Registration cont.



Step 7: You will be 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.

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Safety Protocol
[Edit Mode](#)

[Done](#) [Save](#)

[Change Project Info](#)

[Submissions \(2\)](#) [Linkages \(1\)](#) [Attachments \(1\)](#) [Communications](#) [?](#)

Home

Linkages

[Add](#)

Item	Number	Title	PI	Sponsor	Status
Safety Protocol	19-0003	Radiation Safety Committee Non-Human Use Application	EHS, PI1RAC1		In Development Development Record Management Record Remove

Creating an Amendment (IBC)



Step 1: Click on the Submissions tab

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Safety Protocol
Edit Mode

Done Save

Change Project Info

Submissions (1) Linkages Attachments (1) Communications ?

Home > Submissions > Lab Registration - Initial > Submission

Submission
Reviews

Lab Registration - Initial

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.

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

Safety Protocol
Edit Mode

Done Save

Change Project Info

Submissions (1) Linkages Attachments (1) Communications ?

Home > Submissions

Submissions

Add

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Determination Date From	Determination Date To	
Lab Registration - Initial	20-0001-01	03-Jan-2020	In Pre Review	N/A	N/A	N/A	Delete

Renewals



Renewals will be initiated by EHS within WRG-RS. PIs 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 deadline	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

IBC meeting

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.



- 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.

Record Number
19-0010

Institutional Biosafety Committee Registration
PI1RAC1 EHS - Faux Department with Division

 Safety Protocol

Edit Mode

Done Save

Change Project Info

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

