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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

Weill Research Gateway (WRG)

Please select your institution from the list below:

- Weill Cornell Medicine
- Weill Cornell Medicine in Qatar
- NewYork-Presbyterian Hospital

Remember your choice for: always ask me

Create New Protocol

Important Security Reminders:
- Only type your CWID and Password into this website if it displays a locked padlock icon 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 pages and applications that require authentication.

Identity Management Services:
- Activate CWID
- Change Password
- Prompt Password
- Password Policy
- Duo Two Factor Authentication Enrollment

Support Resources:
- Phone: 212-746-6260 M-F 7 AM - 7 PM
- In person at SMART Desk: WCMD, 3rd Floor, 1390 York Ave, New York, NY 10021
- Online: https://med.cornell.edu/
- Email: support@med.cornell.edu

ITS System Status and Maintenance:
- 24/7 Maintenance affecting multiple services, wide area networks, or other campus resources
- 24/7 Service Desk Listing online
- 24/7 Office Hours: 9 AM - 9 PM
- 24/7 IT Service Desk
- 24/7 IT Security Center
- IT Services
- IT HelpDesk
- IT Support
- IT Training
- IT HelpDesk
- IT Support
- IT Training
- IT HelpDesk
- IT Support
- IT Training
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

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.
**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.
Completing the IBC E-form

There are multiple parts that make up the IBC form.

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.

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 below.
Completing the IBC E-form cont.

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.

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 for Risk Groups 2, 3, 4
   - Select Agents or Tox: Bacteria, Fungi, Parasites, Prions, Rickettsia, Viruses or Agent
   - Transgenic Animals
   - None
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):
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/Gene-modified Agents [ ]
   - Exempt Recombinant Nucleic Acid Experiments [ ]
   - Non-Exempt [ ]
   - Biological Agents from Risk Groups 1, 2, 3, 4 [ ]
   - Select Agents or Toxins [ ]
   - Transgenic Animals [ ]
   - None [ ]

### Exempt Recombinant DNA (IBC)

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

1. Will DNA be propagated in prokaryotic host (e.g., Escherichia coli)?
   - Yes [ ]
   - No [ ]

2. What are the types of experiments which use Escherichia coli as host-vector systems (e.g., K12, DH5α, HB101, STBL2, TOP10):
   - Cloning vector [ ]
   - Bacterial Expression Vector [ ]
   - Protein expression [ ]
   - Plasmid/Vector Propagation [ ]
   - YAC [ ]
   - Other [ ]

3. Is DNA from Risk Group 2, 3, or 4 agents transferred into a nonpathogenic prokaryote?
   - Yes [ ]
   - No [ ]

4. Are recombinant or synthetic nucleic acid molecules containing genes for the biosynthesis of toxic molecules being expressed?
   - Yes [ ]
   - No [ ]

5. Describe all gene or gene families from being manipulated.

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

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

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 toxin
   - 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
   - Yersinia 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 those agents and toxins._

Back to Index
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:

<table>
<thead>
<tr>
<th>Institutional Name</th>
<th>Collaborator Name</th>
<th>Country</th>
</tr>
</thead>
</table>

Are research activities compliant with host research facility/institution’s safety programs and requirements?

Describe nature of work and if applicable, samples being received

A: Click Add to add more collaborators
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.
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 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.

Both links will take you to the reviewer dashboard for PI approval.
Step 2: The action item will direct you to the review dashboard. Click on the Review tab.

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.

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

Institutional Biosafety Committee Registration
PM1AC1 EHS - Faux Department with Division

Submission Number: 19-0440-03   Created on: 25-Jul-2019   Status: Changes Required

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

Show Route (Route History)  Submit
The routing window will pop up. Comments will be located at the bottom.

**Active Routing Progress**

<table>
<thead>
<tr>
<th>Route Name</th>
<th>Route Type</th>
<th>Step Number/Name</th>
<th>Who</th>
<th>Notified</th>
<th>Decision</th>
<th>Insert/Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBC Route</td>
<td>Final</td>
<td>Step 2 - Regulatory Coordinator</td>
<td>Taneka Jean-Louis</td>
<td>04-Sep-2019 6:36:55 PM</td>
<td>Approved - Approved</td>
<td></td>
</tr>
<tr>
<td>LSR</td>
<td>Final</td>
<td></td>
<td>Wendy Kresge</td>
<td>04-Sep-2019 6:36:56 PM</td>
<td>Not Applicable -</td>
<td></td>
</tr>
<tr>
<td>IBC Route</td>
<td>Final</td>
<td></td>
<td>Katarzyna Leib</td>
<td>04-Sep-2019 6:36:56 PM</td>
<td>Not Applicable -</td>
<td></td>
</tr>
<tr>
<td>LSR</td>
<td>Final</td>
<td>Step 3 - BDO Approval</td>
<td>Scott W. Finkernagel</td>
<td>05-Sep-2019 10:40:28 AM</td>
<td>Disapproved - Disapproved</td>
<td></td>
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<tr>
<td>IBC Route</td>
<td>Final</td>
<td>Step 4 - Returned for revisions</td>
<td>Dr.</td>
<td>05-Sep-2019 12:21:32 PM</td>
<td>Informed -</td>
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<tr>
<td>LSR</td>
<td>Final</td>
<td>Step 1 - PI Approval</td>
<td>Dr.</td>
<td></td>
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<tr>
<td>IBC Route</td>
<td>Final</td>
<td>Step 2 - Regulatory Coordinator</td>
<td>Wendy Kresge</td>
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<td>Taneka Jean-Louis</td>
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</tr>
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<td>LSR</td>
<td>Final</td>
<td></td>
<td>Scott W. Finkernagel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IBC Route</td>
<td>Final</td>
<td>Step 4 - FYI: Posted to IBC Agenda Dr.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSR</td>
<td>Final</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

Posted By: Scott W. Finkernagel
05-Sep-2019 12:21:32 PM
Comments to address within the WIB BOC 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.

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:

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 want 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.

**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 an 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.

<table>
<thead>
<tr>
<th>Principal Investigator:</th>
<th>PI1QA EHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Title:</td>
<td>Testing 1900</td>
</tr>
<tr>
<td>Record Number:</td>
<td>20-0088</td>
</tr>
<tr>
<td>Application Status:</td>
<td>Modifications Required</td>
</tr>
</tbody>
</table>

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): roc@med.cornell.edu

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

Instructions for completing this process are available: Training Documentation.
How to Address Comments cont.

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

**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 item.

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.

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.
Step 4: Ensure that the complete check box is unchecked before editing the form.
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.
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.
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.
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.
Step 2: The action item will direct you to the review dashboard. Click on the Review tab.

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.

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

1. **Select by Number**
2. **Apply Filters**

- Sponsor/Scheme
- Primary Center/Program
- Principal Investigator
- Primary Assoc. Dept.
- Primary Location
- Review Board

**Browse By**

- Sponsor Type
- Center Program
- Investigator
- PI Department
- Locations
- Review Category

**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.
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.
**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.

![Image](image_url)

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Title</th>
<th>PI</th>
<th>Sponsor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Protocol</td>
<td>19-0003</td>
<td>Radiation Safety Committee Non-Human Use Application</td>
<td>EHS, P1RAC1</td>
<td>In Development</td>
<td>Development Record</td>
</tr>
</tbody>
</table>

*Linkages (1)*

*Attachments (1)*

*Communications*
Creating an Amendment (IBC)

Step 1: Click on the Submissions tab

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

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
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.

![](calendar.png)
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.

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