

Initiating a Safety Protocol

Quick Reference Guide – Weill Research Gateway



This document is intended for: **EHS Regulatory Coordinators**

Initiate a safety protocol

- Log in to WRG: <http://wrg.weill.cornell.edu>
- Select the **Research Safety** tab from the left navigation menu.
- Select the **Create New Protocol** button from the menu. A new window will popup.
- Ensure the **Lab Registration - Initial** radio button is selected and click Continue.
- Ensure **Copy from an existing proposal is No** and click Continue.
- Enter the **Title** and click Continue.
 - Note that the title you enter should follow the nomenclature below:
 - EHS Registration: Research Safety Checklist
 - IBC Registration: Institutional Biosafety Committee Registration
 - RSC Registration: Radiation Safety Committee Non-Human Use Application
- Enter the name of the **PI** click Continue.
 - Note that this will always default to your name, so you'll need to ensure the appropriate PI is added here.
 - Format should be: (Last Name), (First Name). ex: Johnson, Gertrude
- You should see the **Laboratory Safety Registration** generate on a new screen.

Enter information on the protocol

- Click the orange **Laboratory Safety Registration** link.
- Confirm the **Title**.
- Select the **type of Laboratory Registration** you're completing from the **dropdown** menu.
- **Answer the questions** that appear on the protocol.
 - Questions are dynamic and may populate additional questions depending on your answer.
 - Microorganisms are tracked on this protocol and will appear as a table.
 - If you have multiple organisms to add you can click the orange Add button. Additional tables will populate beneath the first one.
 - The Add button will only appear at the top of the microorganism tables.
 - You can collapse / expand these tables.
 - Delete the microorganisms by selecting the trashcan icon.
- When you're finished entering information in all sections of the protocol, click the **Save** button at the top of the screen.

If the PI / Lab Coordinator needs to answer questions on the protocol

Note that you can share the protocol with the PI in an incomplete state. There may be questions on the protocol they need to fill out. If this is the case:

- Ensure the protocol has been saved.
 - *There is an Auto-Save prompt which occurs every 15 minutes.*
- Note the **record number**, which will appear in the top right corner of the protocol.
- Click **Close**.
- Manually communicate with the PI or Lab Coordinator, including the number so they can pull it up themselves.
- Ensure the record is closed. The PI or Lab Coordinator may not be able to access it if you leave the window open.

If you've entered all necessary information on the protocol

- Ensure the protocol has been saved.
- Click the **Completed** checkbox
 - *If you're missing any mandatory fields on your protocol, the system will alert you and the missed fields will be highlighted in red.*
- Back on the main page, click the **Submit** button.
 - *Note the route this protocol will take.*
- On the route screen, click the **Submit** button one final time to send this protocol into the route.
- Click **Done** back on the main page.

What happens next?

If you send the protocol manually to the PI / Lab Coordinator:

- They will enter the information and in most cases Save, Complete, and Submit the protocol.
- In this scenario, you will receive the protocol back during the Routing process.

If you are able to complete the protocol and Submit:

- The protocol will enter the routing process for review by the PI / Lab Coordinator.