Weill Cornell Medicine

Reviewing a Safety Protocol in WRG

Quick Reference Guide – Weill Research Gateway

This document is intended for: ***Principal Investigators, Lab Coordinators***

Trigger for reviewing safety protocols in WRG

You will receive safety protocols one of two ways:

- You may receive a system-generated email and WRG Action Item stating the completed form is in the route, which you must review and approve.
- A direct, email communication from EHS. These are typically sent if there's more information required on the form, which you must input.
- Additionally, your lab's EHS Safety Advisor will connect with you in advance of receiving a protocol for review.

Review a protocol sent to you via the route

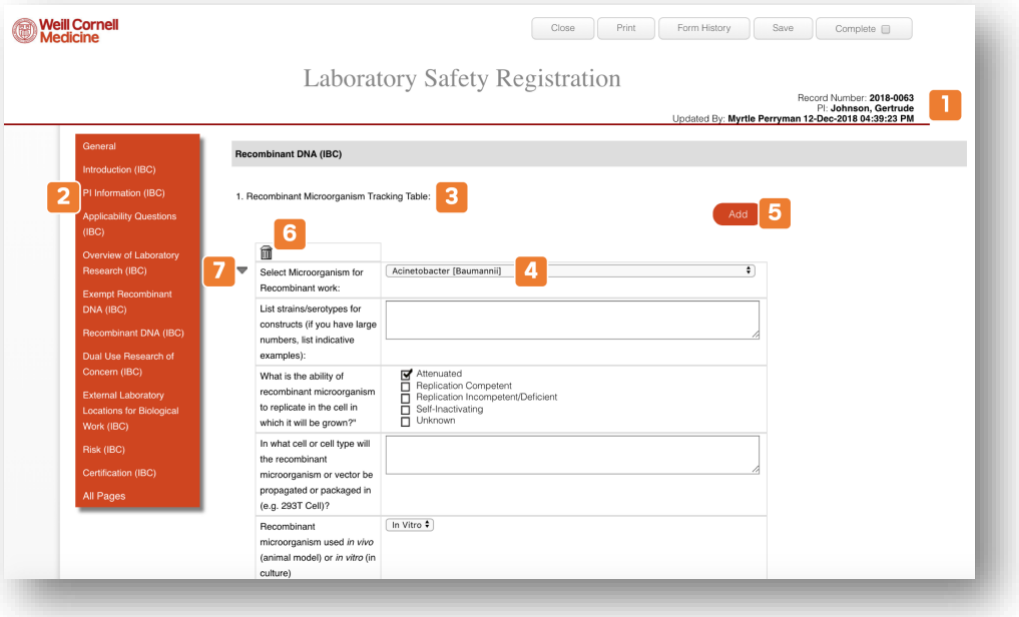
- You'll know when a protocol has been sent to you by the following methods:
  - *An* **email** *to your @med.cornell.edu address indicating you have an action item. The subject line will start with 'ACTION REQUIRED.'*
  - *You will see an* **Action Item** *when you log in to WRG.*
- Click the link contained in the **Action Item**. This will bring you to the Reviewer Dashboard.
- Note the 'How to Review' instructions.
- Click the green **Review** tab.
- Click the blue '**Laboratory Safety Registration**' link, which will take you directly into the protocol in WRG, where you can leave comments.
  - *Optionally, you can view a read-only version of the protocol by clicking* **PDF**.
- Review the responses on the protocol.
  - *You can click the* **Pencil icon** *next to a particular question to offer feedback to EHS. Note that you can't edit or add comments to the PDF version.*
  - *You can also uncheck the Completed* **checkbox** *and make changes to the form.*
- Once you've completed your review, click **Save**.
  - *If you unchecked the Completed checkbox, ensure you click the checkmark again after you Save.*
- Return to the **Reviewer Dashboard** (the window should still be open, but may be behind other screens).
- Click the **Review Status dropdown** and select Reviewed.
- Click the **Approved** button.
  - *Note that if you click Disapproved, the protocol will be returned back to you in the route, adding some unnecessary steps.*
- A Certification Statement will appear which you must read and **Accept**.

its-training@med.cornell.edu
Last Update: 1/8/2019 7:44:00 PM

Complete a protocol sent to you manually by EHS

- In the email from EHS, note the **Record Number**.
- Log in to WRG: http://wrg.weill.cornell.edu
- Enter the **Record Number** in the **Quick Find** text entry field.
    - *If you're a PI, you can also find the form by clicking the My Items tab in the top-level navigation menu. Here, you can see all protocols assigned to you.*
- Hover over the **Record Number,** which should appear as an orange link in the search results.
- Hover over **Edit** and click '**Lab Registration – Initial'** (the link will also include the title of the protocol).
- On the screen that pops up, click the orange **Laboratory Safety Registration** link.
- Review the protocol in its entirety:
    - *Ensure information that came in populated is accurate.*
    - *Respond to any unanswered questions on the form*
    - *A sample IBC form with a Recombinant Microorganism is listed on the following page to display some features and functions to consider as you complete the form.*
- Click the Save button once your review is complete. This will take you back to the main page of the Laboratory Safety Registration.
- 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.

Laboratory Safety Registration Protocol Overview



1) **Basic Information**: This is where you can find protocol-specific information, like the record number, PI, and when the protocol was last updated and by whom.
2) **Left Navigation Menu**: This lists the various sections of the form. Note that additional sections may populate based on how certain questions are answered.
3) **Tracking Table**: Any microorganisms that are added to the form will be listed here.
4) **Microorganism Selection**: This is where you'll select the microorganism you want to add to the form, the subsequent questions pertain to that microorganism.
5) **Add**: If you need to add multiple microorganisms to this form, you'll click here.
    a. Note that the added microorganisms will display at the end of this table.
6) **Trashcan**: Deletes the selected microorganism from the protocol.
7) **Collapse / Expand**: Use this feature for ease of use when adding multiple microorganisms to the safety protocol.

What happens next?

- In both cases, the protocol would either enter or continue in the route for review. Eventually the protocol will be added to the corresponding committee's agenda.