First Step: Register your work with Yale EHS

Yale EHS is requiring all PIs to register their COVID-19 clinical specimen and RNA research with our Office using the EHS Bio General registration.

Please follow these steps to register your work prior to initiation:

1. Go to our EHS Integrator homepage: https://ehsis.yale.edu/EHSIntegrator
2. Sign in by using your NetID and password
3. Click on ‘Registration’ tab on the left side of the page
4. Select ‘Biological General’ tab on the right site of the page (under ‘New Registrations’)
   → If you want to update your current authorized ‘Bio General’ registration, please select the ‘amend’ button
5. Fill out the required answers and follow the step by step instructions through all sub-tabs
6. After each sub-tab click on ‘save & continue’ to move to the next sub-tab
7. Please provide as much information as possible
   • Please ensure that you provide a description of the proposed work, especially if there is any potential for the propagation or amplification of the virus. We are also concerned about procedures that may generate aerosols, like high speed cell sorting, centrifugation, or any equipment that is capable of generating splash or splatter.
   • Make sure all research locations are listed, including any collaborating laboratories.
   • Include all locations for the specimens where the RNA will be handled.
8. Once the form is submitted to EHS for review the registration would appear in the “pending field/EHS approval” list

Second Step: Onsite visit from EHS

Schedule an onsite meeting with EHS to review the proposed research space by contacting your Safety Advisor.

EHS Biosafety is scheduling a meeting with each lab working with COVID-19 specimens to review BSL-2 enhanced work practices for handling live specimens and the BSL-2 practices for handling SARS-CoV-2 RNA on the bench. Ensure that all members of the lab handling the COVID-19 specimens will be participating in the work practices review.
EHS Biosafety is also providing labs with the following items (while supplies remain in stock):

- 1 Transport container
- 1 face shield / person (try to limit to up to 10; labs are asked to re-use them and wipe them down with 70% Ethanol)
- 1 pair of sleeve covers / person (1 pair per person up to 10)
- BSL-2 enhanced work practices handouts
- Safety equipment and supplies ordering information

**Third Step: Develop site-specific SOPs**

Develop a site-specific biosafety standard operating procedure (SOP) for your proposed work using the ‘Biosafety Precautions with Clinical Specimens due to COVID-19’ document, our BSL2 enhanced reference documents, your existing State of CT Department of Public Health human pathogen biosafety work practices protocol, or other document to that provides researchers performing the work a blueprint for their own protection.

**Fourth Step: Inform your colleagues**

Prior to EHS approval, please confirm that you have notified everyone in your laboratory that you are initiating this work and allow them to express any of their concerns privately about any discomfort they may have regarding the proposed new work. We have identified that this has been a significant area of contention.

Please also confirm that any neighboring laboratories are aware of your proposed research involving COVID-19 specimens and walk them through your safety protocols and how you have implemented safety measures to prevent them from any exposure. **This is most critical if you are sharing any equipment or lab space with other groups.**

**Fifth Step: Documentation**

Provide EHS with your SOPs and confirmation that all of your staff and neighboring research groups have been notified of your proposed research with COVID-19 research specimens and/or SARS-CoV-2 RNA. After receipt of these two items and following the successful start-up inspection, EHS will issue approval to initiate the research.

_EHS has averaged 2 days for this process with the 4 labs that we have worked with to date._