



Institutional Biosafety Committee

Procedure for Registering Research with the IBC

Overview:

1. Determine if project needs IBC approval.
2. Submit appropriate document(s) to the Biological Safety Specialist:
(biosafety@uwyo.edu)
3. IBC Review:
 - a. Biological Safety Specialist reviews forms before sending completed documents to the IBC for review.
 - b. IBC reviews at the next monthly meeting.
 - c. IBC decides to 1) approve a project form, 2) request changes or more information prior to a re-review, or declines to approve a project application.
4. IBC makes final decision and PI receives a memo of approval from the Biological Safety Specialist.
5. PI must keep IBC informed: Annual updates, significant changes of project, accidents or incidents, and final disposition of biological agents after project is completed.

Approval Procedures:

1. Determine if project needs IBC approval. Yes if using:
 - a. Recombinant DNA (Such as combining DNA from different organisms)
 - i. Review Recombinant DNA Checklist for NIH Guidelines
<http://www.uwyo.edu/ehs/programareas/biologicalsafety/institutionalbiosafetycommittee.html>
 - b. Biological Agent and Toxins
 - i. Microorganisms and viruses including vaccine strains
 - ii. Toxins derived from a living organism such as and including but not limited to:
 1. Abrin
 2. Botulinum neurotoxins
 3. Short, paralytic alpha conotoxins
 4. Diacetoxyscirpenol (DAS)
 5. Ricin
 6. Saxitoxin
 7. Staphylococcal Enterotoxins (Subtypes A, B, C, D, and E)
 8. T-2 toxin
 9. Tetrodotoxin

2. Biosafety Training Prior to IBC submission

All personnel named in the forms (including the PI) must take online CITI training “Biosafety Complete Training Series” and other appropriate modules as stated in the correspondence with the IBC. Personnel will not be able to work in lab until they are up to date with UW safety training programs.

Follow instructions on the last page on how to register for CITI training and UW Lab Safety Series

- a. First time researchers at UW must take the “Biosafety Complete Training Series (ID: 62074)” through CITI program.
- b. If researcher have already taken the above training and has now expired (three (3) years after completion) they must take “Biosafety Retraining Course (ID: 62064)” through the CITI program.
 - i. If renewing researcher is working with recombinant DNA they will need to retake “NIH Recombinant DNA (rDNA) Guidelines (ID: 62071)” through the CITI program.
 - ii. If renewing researcher is working with animals, they will need to retake “Animal Biosafety (ID: 62065)” through the CITI program.
- c. UW Lab Safety Series, to be renewed every three (3) years.
- d. If any other applicable training is required, such as bloodborne pathogen training or radiation safety training, please indicate what the additional safety training along with the date of completion.

3. Submit information to the IBC.

Information and forms can be found on the UW-[IBC website](#). Send all forms electronically to the Biological Safety Specialist at biosafety@uwyo.edu . Subject Line: “New IBC Project Submission”

If a project contains:

- a. Recombinant DNA:
 - i. Complete the “[Recombinant DNA Research Checklist for NIH Guidelines](#)”
 - ii. Complete a “[Recombinant DNA Registration Document](#)”
 - iii. Complete a “Medical Card form”, if applicable.
 - iv. Submit to the Biological Safety Specialist
- b. Microorganisms and viruses:
 - i. Complete the “[Biological Agent and Toxin Usage Form](#)”
 - ii. Complete a “Medical Card form”, if applicable.
 - iii. Submit the form electronically with an abstract including information on procedures, volumes of pathogens, experiment timeline, and descriptions of the laboratories and animals’ rooms involved.
 - iv. Submit to the Biological Safety Specialist

- c. Biological Toxins:
 - i. Complete the "[Biological Agent and Toxin Usage Form](#)".
 - ii. Complete a "Medical Card form", if applicable.
 - iii. Submit the form electronically with an abstract including information of procedures, volumes of the toxin used in research as well as maintained in stock, experiment timeline, and descriptions of the laboratories and animal rooms involved.
 - iv. Submit to the Biological Safety Specialist

Note: The University must ensure levels of certain biological toxins are below the limit delineated by the Select Agent Regulations.

4. Project Review and Registration

- a. The Biological Safety Specialist receives the form and reviews it for clarity and completeness.
 - b. Recombinant DNA research exempt from the NIH Guidelines will be reviewed by the Biosafety Specialist and the IBC Chair. All other registrations will be reviewed by the IBC.
 - c. Forms must be received no later than five (5) calendar days before the next monthly IBC meeting to be included in the agenda. Anything submitted after this deadline will be apart of the following monthly meeting.
 - d. The Biological Safety Specialist will send forms via email to the IBC five (5) calendar days before the next monthly meeting of the IBC. Tentative monthly meeting schedules can be found on the IBC website.
 - e. The IBC reviews and come to the IBC meeting prepared to discuss the projects.
 - f. The PI may* attend the meeting and participate in the discussion, answering questions or providing more details of the project. *Highly encouraged.
 - g. At the IBC meeting a decision is made to approve the project as written, request amendments or changes and resubmit to the IBC, or to not approve.
 - h. The Biological Safety Specialist informs the submitter of the IBC decision.
5. Once the project is approved for registration by the IBC, the Biological Safety Specialist will send the submitter a memo stating the approval.
 6. The PI must provide annual updates to the IBC via the Biosafety Specialist
 - a. The Biosafety Specialist will send to the PI a reminder email and copy of the current documents on records.
 - b. The PI will submit an "IBC Annual Update/Changes Form" whether the project is still in progress. Any significant changes on an updated Biological Agent or Recombinant DNA form(s) must be resubmitted to Biosafety Specialist with changes in red.

7. The PI must keep IBC informed via the Biosafety Specialist of:
 - a. Significant changes of project:
 - i. Change of agents
 - ii. Change of outcome
 - iii. Change in risk
 - iv. Change in location if it affects biosafety aspects
 - v. Change of personnel
 - b. Accidents or incidents
 - c. Final disposition of biological agents after project is completed
8. The expiration date of the registered protocol is three years from the date of IBC registration. **Research cannot be conduct after expiration date.**
 - a. Biosafety Specialist will send out an email when project is expiring. PI's decision to resubmit a renewal project prior to the expiration.

Contact Biosafety Specialist with any additional questions at biosafety@uwyo.edu or 766-2723.

SAFETY TRAINING INSTRUCTIONS

Instructions for UW Safety training:

Laboratory Safety Series that includes: <https://uwyo3.catalog.instructure.com/browse/14/21>

1. New Researchers at UW:
 - a. Online / Cy-2023 New Employee Safety Orientation
 - b. Online / laboratory Safety “Chemical Hygiene & GHS/OSHA”
 - c. Online/ Regulated Waste Generator Training
2. Returning Researchers: (every three years)
 - a. Online – Cy-2023 Review Laboratory Safety

Instructions for biosafety training

1. Enter <https://about.citiprogram.org/> into your web browser.
2. Select “Register Here” next to “New Users.”
3. Select University of Wyoming from the drop-down list under “Participating Institutions.”
4. Select your username and password.
5. Enter your name.
6. Enter your e-mail.
7. Select “Submit” at the bottom of the page.
8. Fill in the applicable information requested by the University of Wyoming.
9. Select “Submit” at the bottom of the page.

UW Bloodborne Pathogen links:

- Students/UW employees (hourly/salaried): Go to WyoCloud (through the Financial Management & HCM link on [WyoWeb](#)) Click “Learning” tab. Type: “UW Bloodborne Pathogens 2022”. Enroll into course.
- Students/members who are not getting paid by the university: Go to WyoLearn (<https://uwyo3.catalog.instructure.com/browse/14/21/courses/safety-bbp>)