**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:
	1. Biological Safety Specialist reviews forms before sending completed documents to the IBC for review.
	2. IBC reviews at the next monthly meeting.
	3. IBC decides to:
		1. approve a project form,
		2. request changes or more information prior to a re-review, or
		3. 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 to the 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:
	1. Recombinant DNA that falls under the “NIH GUIDELINES FOR RESEARCH INVOLVING RECOMBINANT OR SYNTHETIC NUCLEIC ACID MOLECULES (NIH GUIDELINES)”:
		1. Experiments Involving the Deliberate Transfer of Recombinant or Synthetic Nucleic Acid Molecules, or DNA or RNA Derived from Recombinant or Synthetic Nucleic Acid Molecules, into One or More Human Research Participants
		2. Experiments Using Risk Group 2, Risk Group 3, Risk Group 4, or Restricted Agents as Host-Vector Systems
		3. Experiments in Which DNA From Risk Group 2, Risk Group 3, Risk Group 4, or Restricted Agents is Cloned into Nonpathogenic Prokaryotic or Lower Eukaryotic Host-Vector Systems
		4. Experiments Involving the Use of Infectious DNA or RNA Viruses or Defective DNA or RNA Viruses in the Presence of a Helper System in Tissue Culture Systems
		5. Experiments involving deliberate transfer of recombinant or synthetic nucleic acid molecules, DNA or RNA derived from recombinant or synthetic nucleic acid molecules, or recombinant or synthetic nucleic acid molecule-modified microorganisms into whole animals and experiments involving whole animals in which the animal's genome has been altered by recombinant or synthetic nucleic acid molecules, or nucleic acids derived therefrom, into the germ-line (transgenic animals).
		6. Experiments to genetically engineer plants by recombinant or synthetic nucleic acid molecule methods, to use such plants for other experimental purposes (e.g., response to stress), to propagate such plants, or to use plants together with microorganisms or insects containing recombinant or synthetic nucleic acid molecules.
		7. Experiments Involving More than 10 Liters of Culture
		8. Experiments Involving Influenza Viruses
		9. Experiments Involving Gene Drive Modified Organisms
		10. Experiments Involving the Formation of Recombinant or Synthetic Nucleic Acid Molecules Containing No More than Two-Thirds of the Genome of any Eukaryotic Virus
		11. Experiments involving nucleic acid molecule-modified whole plants, and/or experiments involving recombinant or synthetic nucleic acid molecule-modified organisms associated with whole plants
		12. Experiments with recombinant or synthetic nucleic acid molecule-modified arthropods or small animals associated with plants, or with arthropods or small animals with recombinant or synthetic nucleic acid molecule-modified microorganisms associated with them if the recombinant or synthetic nucleic acid molecule-modified microorganisms have no recognized potential for serious detrimental impact on managed or natural ecosystems
		13. Experiments involving the generation or use of rodents in which the animal's genome has been altered by stable introduction of recombinant or synthetic nucleic acid molecules, or nucleic acids derived therefrom, into the germ-line (transgenic rodents).
		14. If your research falls under “exempt”, the IBC must still review to approve the determination.
		15. Review the NIH Guidelines, Section III. Experiments covered by the NIH Guidelines

<https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.pdf>

* 1. Biological Agent and Toxins
		1. Experiments using microorganisms such as bacterial agents, viral agents, and fungal agents involving potential exposure to susceptible human, animal, or plant hosts; including:
			1. Teaching programs involving infectious agents of materials
			2. Archival collections of infectious agents or materials
			3. Field research involving infectious agents or materials
			4. Occupational exposures to potential biohazards
			5. Vaccine Strains
		2. Experiments using 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
1. 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\*\**

* 1. First time researchers at UW must take the “Biosafety Complete Training Series (ID: 62074)” through CITI program.
	2. 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.
		1. If renewing researcher is working with recombinant DNA they will need to retake “NIH Recombinant DNA (rDNA) Guidelines (ID: 62071)” through the CITI program.
		2. If renewing researcher is working with animals, they will need to retake “Animal Biosafety (ID: 62065)” through the CITI program.
	3. UW Lab Safety Series, to be renewed every three (3) years.
	4. 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.
1. Submit information to the IBC.

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

If a project contains:

* 1. Recombinant DNA:
		1. Complete a “[Recombinant DNA Registration Document](http://www.uwyo.edu/safety/biological/IBC.html)”
		2. Complete a “Medical Card form”, if applicable.
		3. Submit to the Biological Safety Specialist
	2. Biological Agents and Toxins:
		1. Complete the “[Biological Agent and Toxin Usage Form](http://www.uwyo.edu/safety/biological/IBC.html)”
		2. Complete a “Medical Card form”, if applicable.
		3. 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.
		4. 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.*

1. Project Review and Registration
	1. The Biological Safety Specialist receives the form and reviews it for clarity and completeness.
		1. If not completed and dilled out fully, it will not be sent off for approvals.
	2. 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.
	3. Forms must be received no later than seven (7) calendar days at noon (12 pm) before the next monthly IBC meeting to be included in the agenda. Anything submitted after this deadline will be a part of the following monthly meeting.
	4. The Biological Safety Specialist will send forms via email to the IBC Seven (7) calendar days before the next monthly meeting of the IBC. Tentative monthly meeting schedules can be found on the IBC website.
	5. The IBC reviews and comes to the IBC meeting prepared to discuss the projects.
	6. The PI may\* attend the meeting and participate in the discussion, answering questions or providing more details of the project. \*Highly encouraged.
	7. 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.
	8. The Biological Safety Specialist informs the submitter of the IBC decision.
2. Once the project is approved for registration by the IBC, the Biological Safety Specialist will send the submitter a memo stating the approval.
3. The PI must provide annual updates to the IBC via the Biological Safety Specialist
	1. The Biological Safety Specialist will send to the PI a reminder email and copy of the current documents on records.
	2. 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 Biological Safety Specialist with changes in red.
4. The PI must keep IBC informed via the Biological Safety Specialist of:
	1. Significant changes of project:
		1. Change of agents
		2. Change of outcome
		3. Change in risk
		4. Change in location if it affects biosafety aspects
		5. Change of personnel
	2. Accidents or incidents
	3. Final disposition of biological agents after project is completed
5. The expiration date of the registered protocol is three years from the date of IBC registration. **Research cannot be conduct after expiration date.**
	1. Biological Safety Specialist will send out an email when project is expiring. PI’s decision to resubmit a renewal project prior to the expiration.

Contact Biological Safety 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:
	1. Online / Cy- [current year] New Employee Safety Orientation
	2. Online / laboratory Safety “Chemical Hygiene & GHS/OSHA”
	3. Online/ Regulated Waste Generator Training
2. Returning Researchers: (every three years)
	1. Online – Cy- [current year] 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](https://wyoweb.uwyo.edu/)) Click “Learning” tab. Type: “UW Bloodborne Pathogens [current year]”. Enroll into course.
* Students/members who are not getting paid by the university: Go to WyoLearn (<https://uwyo3.catalog.instructure.com/browse/14/21> )