Institutional Biosafety Committee (IBC) New Protocol Form Guide

This guide is designed to help the approval holder/approval safety coordinator fully complete the corresponding protocol form.

A. Protocol – Include the exact name of the protocol, not an abbreviation.

B. Biohazard – Only include biological hazards in this section. If you are unsure how to answer all the yes or no questions in this section, leave them blank and the Biological Safety Officer will complete them.

C. Recombinant Nucleic Acids – If this project does included recombinants, make sure to complete all the information in the drop down boxes for either prokaryotic or eukaryotic cell transformations. If more than one type is being utilized, make sure to include all of them in this section.

D. Human, Animal, Plant, and Arthropod – Make sure to fill out the drop boxes completely for all animals, plants, or arthropods used in the experiment. Ensure that any human/non-human primate blood, tissue, bone, excreta, or cell lines are included in section B as biohazardous agents.

E. Permits – Attach permit to the protocol, or send directly to RLSS Biosafety department.

F. Research Objectives – Include details about why the project is being conducted, and what the end goal hopes to achieve. It is suggested to use the abstract from a grant proposal to complete this section.

G1. Biocontainment Procedures – This section should include details about the study that will be conducted including: what are the specific techniques being used (ex: immunostaining, PCR, western blot, cell culture, etc.), how will animals be used, what building and rooms will be used, where will samples be obtained from, any entities that may receive samples from the lab.

G2. Laboratory Techniques – Include topics such as: where will samples be stored, what personal protective equipment (PPE) will be utilized, a reason as to why extra PPE would be required, will the lab access be limited during work, will a biological safety cabinet (BSC) be used, what type of BSC will be used, will surfaces and equipment be decontaminated on a specific basis.

G3. Aerosolization Mitigation – Centrifuge use should include safety cups with a gasket, sealed rotors, or a settling time of 10 minutes before removal from the centrifuge. BSCs should be utilized whenever utilizing equipment or conducting techniques that may cause aerosolization.

G4. Biohazard Transportation – If any biohazardous material is planned on being shipped from the university to another entity, the shipper must take shipping training, which is offered by Risk Management Services (RMS). Any biohazardous material transported from one lab to another on campus must be transported in a hard sided, leak proof container that is marked properly to show that it contains biohazardous material.

G5. Biohazard Waste – Include whether your lab is planning on autoclaving your own waste or taking it to a RMS collection point to be autoclaved. If autoclaving your own waste, you must discuss how you will conduct monthly autoclave verification. All sharps, including pipette tips, should be disposed of in a puncture resistant sharps container, and needles should never be recapped. Include that solid biohazardous waste will be double bagged in biohazard bags before autoclaving. Also include the decontaminate that will be used for liquids, and the decontamination time that will be utilized.

G6. Chemical Sterilization/Disinfection – 10% bleach for 15 minutes is the most acceptable chemical disinfectant. 70% Ethanol should not be the main disinfectant, but can be used to wipe up leftover bleach off stainless steel to prevent corrosion.