**IBC Protocol Submission Checklist**

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| **REQUIRED FOR ALL PROTOCOL SUBMISSIONS** |

**IBC Registration Document**

**PI(s) Biosketch**

**Missouri S&T Biological Hygiene Plan (**[**https://ehs.mst.edu/labsafety/biologicalsafety/**](https://ehs.mst.edu/labsafety/biologicalsafety/)**)**

Note: The document should be based upon Appendix A in the Plan.

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| **PROTOCOL-SPECIFIC DOCUMENTS AND INFORMATION SUBMITTED AS AN APPENDIX** |

**Lab Sketch**: Required for all BSL-2 or higher labs. The sketch should include the location of exits/entrances, BSL2/BSL3 equipment (centrifuges, incubators, etc.), biosafety cabinet(s), sinks, benches, etc.

**Animal Hazard Summary**: Required for protocols involving the introduction of biohazardous agents to animals. The approved file must also be submitted to the animal facility manager.

**Self-Inspection Checklist**: Required for all BSL-1 labs, and for annual reviews of BSL-1 and BSL-2 labs.

**On-site Inspection**: An on-site inspection must be scheduled for all BSL-2 new and/or renewal protocol submissions.

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| **PERSONNEL TRAINING:** |

**The Vivid Training with Missouri S&T Environmental Health and Safety Department (EHS)**

**Autoclave Training**: Required for all personnel listed on all protocols.

**NIH Guidelines Training**: Required for all personnel working with recombinant and/or synthetic nucleic acids and/or modified organisms.

**Biosafety Cabinet Training**: Required for personnel listed on BSL-2 protocols.

**Blood-borne Pathogens Training**: Required for personnel working with human and/or non-human primate agents. This training must be completed annually.

**Respiratory Training:** Required for all personnel working with aerosol hazards including nanoparticles. This training must be completed annually. Fit-testing must be completed during the initial training.