**West Texas A&M University**

**Institutional Biosafety Committee**

**Annual IBC Permit Renewal Form**

**This form is to be completed on an annual basis during the three (3)-year period of your IBC permit. If there are any modifications to your IBC permit at the time of filing this form, you must also submit the modifications on the IBC Amendment Form.**

Date:  Approved IBC#:  Approved BSL:  Approved RG:

**Indicate your protocol status by marking the status of the approved IBC Permit:**

 **Annual Permit Renewal** (If your teaching or research falls into any of the following categories, continue with completing the Annual Permit Renewal Form sections I – IV).

 [ ]  Active Research – Research project ongoing

 [ ]  Active Teaching – Teaching project ongoing

 [ ]  Currently Inactive Research – Research project was initiated but is presently inactive

 [ ]  Currently Inactive Teaching – Teaching project was initiated but is presently inactive

 (inactive does not refer to down-time between semesters)

 [ ]  Research/Teaching Inactive – Research/Teaching project was never initiated but

 anticipated start date is

 [ ]  Research Inactive – Research project pending sponsor award

 **Permit Termination** (If your teaching or research falls into any of the following categories, mark the appropriate box, and submit the form to the IBC. Completion of the remainder of the Annual Permit Renewal Form is not necessary).

 [ ]  Research/Teaching Inactive – Research project never initiated and

 has no expected start date

 [ ]  Research Currently Inactive – Research/Teaching project initiated, but

 has not/will not be completed

 [ ]  Research/Teaching Completed – No further work on the research project will be done

**Section I**

**Principal Investigator / Course Instructor / Course Coordinator Information**

Last Name:  First Name:

Department:  College:

Campus Mail Stop:

Office Location: Building:  Room Number:

Office Phone:

Laboratory Phone (if applicable):

After-Hours/Emergency Phone:

Email:

**Section II**

**Protocol Information**

**1. Have the laboratory or classroom locations (building(s) and/or room number(s)) changed since the approval of your original IBC Permit registration?**

 [ ]  No [ ]  Yes (If any of this information has changed since the approval of my IBC

 Permit registration, I have indicated this on the IBC Amendment Form.)

**2. Have the funding sources (internal or external grants, excludes Departmental) changed since the approval of your original IBC Permit registration?**

[ ]  No [ ]  Yes (I have indicated the additional funding sources on the IBC Amendment

 Form, and have included a copy of the grant with this submission.)

**3. Have your research or teaching objectives changed since the approval of your original IBC Permit registration?**

 [ ]  No [ ]  Yes (I have indicated the modification of my research objectives on the IBC

 Amendment Form.)

**4. Have the agent(s)/organism(s) changed since the approval of your original IBC Permit registration?**

 [ ]  No [ ]  Yes (I have indicated the modification of any agent(s)/organism(s) on the

 IBC Amendment Form.)

**5. Does your laboratory or classroom use recombinant DNA/RNA?**

 [ ]  No [ ]  Yes (If this information has changed since the approval of my IBC Permit

 registration, I have indicated this on the IBC Amendment Form.)

**6. Do you use live animals with the teaching or research involving recombinant DNA/RNA and/or biohazardous materials?**

 [ ]  No [ ]  Yes (If this information has changed since the approval of my IBC Permit

 registration, I have indicated this on the IBC Amendment Form.)

**7 Do you use human subjects and/or materials in your research or teaching?**

 [ ]  No [ ]  Yes (If this information has changed since the approval of my IBC Permit

 registration, I have indicated this on the IBC Amendment Form.)

**8. Do you use biological toxins, pathogens, or recombinant DNA in plants in your teaching or research?**

 [ ]  No [ ]  Yes (If this information has changed since the approval of my IBC Permit

 registration, I have indicated this on the IBC Amendment Form.)

**9. Do you use viral vectors in your research?**

 [ ]  No [ ]  Yes (If this information has changed since the approval of my IBC Permit

 registration, I have indicated this on the IBC Amendment Form.)

**10. Have there been any changes in your laboratory or classroom personnel (additions, deletions, or modifications) since the approval of your original IBC Permit registration?**

 [ ]  No [ ]  Yes (If this information has changed since the approval of my IBC Permit

 registration, I have indicated this on the IBC Amendment Form.)

**Section III**

**Problems/Adverse Events**

**(This question MUST be answered)**

In the space provided, please describe any unforeseen problems or adverse events that occurred or may have occurred in your laboratory/classroom during your research/teaching. Explain how the problem(s)/adverse event(s) were resolved. If there were no problems or adverse events, indicate “NONE” in the space provided.

**Section IV**

**Recertification of the PI/CI/CC**

The following signatures certifies that the Principal Investigator, Course Instructor, or Course Coordinator will continue to conduct their teaching or research in accordance with the policies and procedures of the WTAMU Institutional Biosafety Committee (IBC), the *Biosafety in Biomedical and Microbiological Laboratories* (*BMBL*) manual, Section IV B-7 of the *NIH Guidelines*, and the WTAMU Environmental Health and Safety guidelines.

 (PI/CI/CC Signature) (Date) (Printed Name)

 (Department Head Signature) (Date) (Printed Name)