West Texas A&M University Institutional Biosafety Committee

Registration Document

Research or teaching of any type involving any of the agents listed below must be approved by the West Texas A&M University Institutional Biosafety Committee (IBC) prior to initiation:

- Pathogens and potential pathogens of humans, animals, or plants that are classified by the American Tissue Culture Collection (ATCC) as Biosafety Level 2 (BSL-2) or higher and/or listed by the American Biological Safety Association (ABSA) as Risk Group 2 or higher (based on the NIH Guidelines and/or BMBL).

- Human-derived materials that contain or potentially contain human pathogens (including human blood and blood components and unfixed tissue).

- Non-human primate-derived materials that contain or potentially contain human pathogens (including non-human primate blood and blood components and unfixed tissues).

- Use of all cell lines, whether human or non-human primate, that are classified as BSL-2 or higher by the ATCC and/or as Risk Group 2 or higher by the ABSA (based on the NIH Guidelines and BMBL).

- Recombinant DNA and recombinant RNA including creation or use of transgenic plants and animals.

- Select agents and toxins (see https://www.selectagents.gov/SelectAgentsandToxinsList.html) including strains and amounts exempted from the select agent regulations.

- Any material(s), pathogenic or nonpathogenic, requiring a CDC import license or a USDA permit.

The Principal Investigator (PI), Course Instructor (CI), or Course Coordinator (CC) is responsible for completing all applicable parts of this document that pertains to the respective research and teaching areas. Each PI, CI, or CC is also responsible for notifying the IBC when any information submitted in this document changes, such as personnel, laboratory location, classroom location, procedures, funding, etc. If such changes occur the PI, CI, or CC will be required to fill out an Amendment Form preferably prior to the changes taking place, or immediately upon the change being made.

Protocols are approved for the duration of three (3) years with annual renewals and laboratory / classroom inspections required.

Only typed forms will be accepted. For your convenience, each required form is downloadable online and can be filled out and saved using Microsoft Word or Adobe. Only the most current forms will be accepted and reviewed, therefore you must access our website prior to all submissions of any forms to ensure that the proper forms are used.

The application must be completed, signed by all appropriate personnel, and submitted to AR-EHS via email (ar-ehs@wtamu.edu) prior to initiation of research or teaching. Signature pages can be submitted separately as scanned files or hard copies. At the time of submission, you are asked to also submit all grant proposals pertaining to your research. Failure to provide all information requested, including required signatures, will lead to a delay in processing your request. If further instructions are necessary, please contact the IBC chair, Dr. Donna Byers at x2574.

Application for New IBC Proposal

Checklist and Table of Contents for Institutional Biosafety Protocols

Following is the table of contents of the items included in the application for IBC proposal. In order for your proposal to be approved, you must provide all **applicable sections** to the IBC, including a Laboratory Biosafety Manual, Laboratory-Specific Standard Operating Procedure (fillable templates for both of these items can be found on the IBC website), and a copy of the grant proposal if the research or teaching performed is funded (includes both internal and external funding). **Please check and attach all applicable items.**

Only typed applications will be processed for review. You do not need to submit blank or non-applicable pages to the IBC.

Please send the completed Application for New IBC Proposal to AR-EHS via email **(ar-ehs@wtamu.edu)**.

Review of your proposal will be delayed if it is missing any required information. **Please allow sufficient time for processing of your application. It may take 30-60 days to obtain final IBC approval.**

Part I. Application for IBC Proposal (required for **all** applications)

Part II. Agent Information (required for **all** applications)

Part III. Personnel Information (required of **BLS2 laboratories**)

Appendix A. Recombinant DNA/Viral Vectors (required **only if working with these agents**)

Laboratory Biosafety Manual (required for all applications whose work is considered to be at the **BSL-2 level)**

Laboratory-Specific Standard Operating Procedure (required for all applications whose work is considered to be at the **BSL-2 level**)

Grant Proposal or Contract (required for all applications whose work is internally or externally funded, excluding departmental funds)

Part I. Application for New IBC Proposal

A. Principal Investigator / Course Instructor / Course Coordinator Information

Last Name: _____ First Name: _____

Department: _____ College: _____

Campus Mail Stop: _____

Office Building: _____ Room Number: _____

Office Phone: _____

Laboratory Phone (if applicable): _____

After-Hours / Emergency Phone: _____

Email: _____

B. Investigator Assurance

- I attest that the information contained in this registration is complete and accurate.
- I agree to comply with all West Texas A&M University IBC requirements and Texas A&M University System requirements regarding research and teaching involving biohazardous and/or recombinant material(s).
- I agree not to initiate any research or teaching subject to IBC approval unless I have received such approval.
- I agree to notify the IBC immediately of incidents involving biohazardous and/or recombinant agents.
- I have read and agree to comply with the NIH Guidelines and BMBL. I acknowledge my responsibility for the conduct of this research and/or teaching in accordance with Section IV-B-7 of the NIH Guidelines.
- I have the knowledge and training required to safely handle the material(s) described.
- I agree to train all of my laboratory personnel according to the BSL of the laboratory or all students according to the BSL of the classroom, and maintain accurate training records for five years.
- Entry doors to all BSL-2 laboratories or classrooms will be closed and locked at all times when the laboratory is unattended.
- I agree to provide all personnel or students having access to the laboratory or classroom notification, information, and training on the hazards, security, and emergency policies and procedures associated with working or residing in my laboratory or classroom. I agree to inform all personnel working or residing in my laboratory or classroom that potentially all microorganisms can be pathogens under certain conditions. When necessary, work procedures and protocols are in place to prevent aerosols and exposure to microorganisms. All personnel are provided training in sterile technique, the use of automatic pipettes, and the proper disposal of biohazardous materials. All personnel are advised that if they are in an immunocompromised or immunosuppressed condition that they are at risk for infection from the general environment and susceptible to infections that would normally not be a problem for immunocompetent individuals. All personnel are further advised that working in a laboratory or classroom that conducts experiments using live microorganisms could increase their risk of infection and be hazardous to their health.

_____	_____	_____
Signature of PI / CI / CC	**Date**	**Printed Name**
_____	_____	_____
Signature of Department Chair	**Date**	**Printed Name**

C. Protocol Information

1. **Project Title:** _____

2. **Type of Protocol:** ☐ Teaching ☐ Research

3. **Funding Source:** (Check all that apply; Exclude departmental funding)

   Internal: ☐ NIH ☐ NSF ☐ DOD ☐ USDA ☐ Other

   External: ☐ KFR ☐ USR ☐ GSR ☐ Other

4. **Grant Proposal:**

   Please include a copy of all grants or contracts associated with this IBC proposal. The submission must include all sections of the grant proposal except for the budget information.

   Grant PI if different from protocol PI: _____

   Grant Title(s): _____

5. **Lay Description of the Project:**

   In terms understandable to a non-scientist, please use the space below and provide a brief summary of this project describing its goal(s), methodology, and use of biohazardous or recombinant material.

6. **Technical Description of the Project:**

   Provide a technical summary of your project regarding the items listed below. Provide only enough detail so that IBC members can perform a risk assessment of your protocol. Include the following information:

   a) Procedures, practices, and manipulations involving biohazardous or recombinant agents (e.g. cloning of genes in E. coli for sequencing; creation of transgenic mice by means of lentiviral vectors; isolation of bacteria from sewage – may include human pathogens).

b) Identify all manipulations that may increase risk to personnel or the environment; describe how these risks will be mitigated (e.g. all manipulations involving agents listed in this protocol will be conducted in a biosafety cabinet; transgenic plants will be grown in locked growth chambers and will not be allowed to flower).

c) **Briefly** describe your experience with the manipulations described in this section (e.g. I have used identical methodology to generate transgenic mice over 100 times in the last 10 years; I have never used this method to isolate proteins from pathogenic bacteria before, however, Dr. Smith, who developed this method 7 years ago, has agreed to assist me for the first 3 runs).

d) Decontamination and waste disposal methods:

7. Agent Use and Storage Locations: Enter building name and room number where agents will be used.

Location ID	Building	Room #	Room Use	Current BSL	Shared?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

If you selected "yes" for Shared Room, please indicate the shared PI/CI/CC with respective Location ID in the space below. If there is any other pertinent information you feel should be included regarding the information above, please indicate it in the space below.

8. Protocol Subjects. Does this protocol involve any of the following?

YES	NO	
☐	☐	Human subjects. If yes, enter IRB approval date and ID below:
☐	☐	Live vertebrate animals. If yes, enter IACUC approval date and ID below:
☐	☐	Live invertebrate animals
☐	☐	Plants

9. Agent Characteristics. Does this protocol involve the use or storage of any of the following?

YES	NO	
☐	☐	Agents potentially affecting humans
☐	☐	Agents potentially affecting animals
☐	☐	Agents potentially affecting plants
☐	☐	Biological toxins
☐	☐	Select agents and toxins (including exempt strains and exempt quantities of toxins)
☐	☐	Any material requiring a CDC or USDA permit

If you answered 'YES' to any of the above questions, enter the agent name(s) and information into Table A of Part II.

10. Recombinant DNA. Does this protocol involve any of the following?

YES	NO	
☐	☐	The use, but not creation of, recombinant agents
☐	☐	Cloning in bacteria or yeast non-pathogenic to humans, plants, or animals
☐	☐	Cloning in bacteria or yeast potentially pathogenic to humans, plants, or animals
☐	☐	Use of viral vectors
☐	☐	The creation of transgenic animals
☐	☐	The creation of transgenic plants
☐	☐	The use of transgenic animals or plants (excluding the use of commercially obtained transgenic rodents kept at BSL1)

If you answered 'NO' to all of the above, proceed directly to question 11.

If you answered 'YES' to any of the above, enter the host (target) and vector name(s) and information into Table A of Part II. Then download and complete form "Appendix A: Recombinant DNA/Viral Vectors" and attach to this application.

11. Risk Assessment:

YES	NO	
☐	☐	Will any procedures result in acquisition of new characteristics such as enhanced virulence, infectivity, or change in host range?
☐	☐	Will any procedures with the agent be conducted outside of a biological safety cabinet?
☐	☐	Will any of the agents be transported outside of the laboratory/classroom listed in Section C-7 above?
☐	☐	Will more than one (1) liter of agent be generated at any one time?
☐	☐	Will any of the agents be administered to animals? If yes, please describe the experiment in detail below (e.g. animal species, how the agent is given, how long the animal will be followed).
☐	☐	Does the research or teaching involve the environmental release of genetically engineered material?
☐	☐	Does the research or teaching involve the environmental release of pathogenic or potentially pathogenic material (other than recombinant agents)?
☐	☐	Will human tissues or cells be transplanted into animals of the same or difference species?
☐	☐	Do any of the agents you intend to work with require pre-project serum samples, immunization, medical monitoring, and/or health surveillance?
☐	☐	Will the deliberate aerosolization of any agent occur?

If you answered "yes" to any of the above questions, please provide a detailed explanation in the space provided below:

Risk Assessment Explanation:

12. Medical Risks:

Describe health risks associated with the use of all pathogens in your laboratory or classroom, and list the symptoms/disease that may occur. Note: Agent ID's are those listed in Table A, Section C-7 above.

Agent ID (from Table A)	Health risks/symptoms/disease/target organ(s)
A-1	
A-2	
A-3	
A-4	
A-5	
A-6	
A-7	
A-8	
A-9	
A-10	

13. Medical Treatment:

What are the treatment options or plans available in case of a potential exposure to pathogens?

14. Exposure Control:

Indicate the personnel protective equipment you will use. Please check all applicable boxes:

- ☐ Face mask
- ☐ Shoe covers
- ☐ Closed-toe footwea
- ☐ Eye protection
- ☐ Lab coats
- ☐ N 95 (HEPA)
- ☐ PAPR (HEPA)
- ☐ Gloves
- ☐ Head covers
- ☐ Disposable outerwear
- ☐ Double gloves
- ☐ Face Shields
- ☐ P100 (HEPA)
- ☐ Other (Please specify.)

15. Biological Safety Cabinet

Indicate the type of Biological Safety Cabinet(s) (BSC) you intend to use. Please check the applicable boxes and enter the location of the BSC (building name and room number).

- ☐ Class II A (recirculating) Location: _____
- ☐ Class II B1 (70% exhausted - ducted outside) Location: _____
- ☐ Class II B2 (100% exhausted - ducted outside Location: _____
- ☐ Other (Please specify.) Location: _____
- ☐ None

Is the biosafety cabinet inspected annually?

- ☐ Yes. Date(s) of most recent certification(s):
- ☐ No. Please explain.

D. Disposal/Decontamination of Laboratory and Classroom Facilities

The following materials must be sterilized, decontaminated, or inactivated before disposal:

- **All** materials containing infectious agents (including materials potentially exposed to infectious agents, for example gloves)
- As per NIH Guidelines: **All** materials containing recombinant DNA or RNA (or items potentially exposed to recombinant DNA or RNA, such as pipette tips, tubes, gloves). This includes any recombinant DNA or RNA containing cell cultures, microorganisms, plants, animals (vertebrate, invertebrate).
- All biological toxins (or materials potentially exposed to biological toxins).
- Human and non-human primate blood and blood products or other potentially infected body fluids.

Decontamination or inactivation procedures must also be in place for working surfaces (bench tops) and equipment that may become contaminated with infectious agents, recombinant DNA or RNA, or biological toxins.

1. Materials Sterilization/Decontamination/Disposal Methods.

Indicate the methods and laboratory procedures that are in place for decontamination and disposal of all applicable contaminated waste.

- See Section D-3 below for suggested autoclave temperature and exposure times.
- If using chemical disinfection: (i) indicate final concentration of disinfectant and contact time required to achieve decontamination. Please refer to BMBL (5th edition), Appendix B. (Available at the CDC website: https://www.cdc.gov/biosafety/publications/bmbl5/).
- If using incineration, please also indicate the facility to be used in the table below

Type of Waste	Decontamination/Sterilization/Disposal Procedures
Liquid	
Solid	
Glassware	
Animals	
Plants	

2. Surface/Equipment Decontamination.

Indicate the methods/procedures that are in place for decontamination of work surfaces and equipment. Please refer to BMBL (5th edition), Appendix B. (Available at the CDC website: https://www.cdc.gov/biosafety/publications/bmbl5/).

3. Disposal, Autoclave Testing, Autoclave Efficacy, and Recordkeeping

Suggested temperatures and exposure times for autoclaving from NIH Biohazards Guidelines are:

- Liquids 121 °C (250 °F), 1 hour (each gallon)
- Laundry 121 °C (250 °F), 30 minutes
- Trash 121 °C (250 °F), 1 hour
- Glassware 121 °C (250 °F) or 160 °C (320 °F), 1 hour to 4 hours (dry heat)

A. Please provide assurance that you will use the guidelines above or provide scientific rationale for using an alternative method.

☐ I give assurance that the method indicated above will be used.

☐ Other (Please include explanation and scientific rationale for the use of alternate conditions, i.e. time, temperature, etc.):

B. Autoclaves should be tested before being placed into service and then periodically for effectiveness.

1) **The autoclave is departmentally operated.**

Contact name and phone: _____ Location of autoclave: _____

Indicate testing frequency (these are required frequencies):

☐ Minimum - 1 time every other week (if being used by any BSL2 labs)

☐ Minimum - 1 time per month (if used only by BSL1 labs)

2) **The autoclave is individually operated (supervised by the PI/CI/CC).**

Location of autoclave: _____

Indicate testing frequency (these are required frequencies):

☐ Minimum - 1 time every other week (if being used by any BSL2 labs)

☐ Minimum - 1 time per month (if used only by BSL1 labs)

C. A commercially available test indicator kit that uses bacterial spores (Bacillus stearothermophilus) is the required method of testing autoclave efficiency.

☐ I give assurance that the testing method indicated above will be used. is the required method of testing autoclave efficiency.

D. The IBC requires that the treatment of each load of biohazardous waste be documented on an autoclave waste treatment record. The record should contain the date of treatment, the amount of waste treated, the method/conditions of treatment, and the printed name and initials of the person performing the treatment. Documentation of the date and results of all verification tests using biological indicators is required.

☐ I give assurance that the method indicated above will be used.

Part II Agent Information

A. Table A: Agent/Vector/Host Characteristics.

In the table below, list each agent that will be used. In the table below, list each agent that will be used. Ensure that the Agent ID and Location ID correspond to those listed in Part I, Table A, Section C-12, and Part I, Section C-7, respectively. Note the ID of the agent for later use in your application. If the agent is recombinant, pick "yes" in the appropriate cell, and enter insert information into Appendix A. Please note that if a vector is used to generate a recombinant host, both the vector and host need to be entered into Table A (in the Genus, species column). If the agent is to be used with animals or plants, give the species, otherwise enter "no".

Agent ID	Genus, species	Strain	RG	BSL	ABSL	Recomb-inant	Location IDs (Sec. C-7) where agent will be used/stored	Use in Animals / Plants? (If yes, give species)
A-1								
A-2								
A-3								
A-4								
A-5								
A-6								
A-7								
A-8								
A-9								
A-10								

Part III. Personnel Information

A. Personnel List To be completed by the PI/CI/CC when working in settings that are BSL-2.

Please include all employed personnel that are under your immediate supervision.

Action	Last Name	First Name	Building	Room#	Position/Title	Email

B. Employee-Agent Access

It is assumed that each employee listed above will have access to every agent (organism, pathogen, toxin, rDNA/RNA, etc.) described in this document.

Please note that "having access" means that the employee has the capability of accessing and handling the agent, but does not refer to the employee's work involving direct contact with the agent.

If an employee listed above will not have access at any time during their employment to any or all of the agents described in this document, please indicate this in the space provided.

D. Employee Signature Page

Each employee working in a BSL2 setting must complete this page. Documents containing original signatures must be submitted with this document.

By my signature below, I certify that in addition to the required training listed below, I have been trained by my supervisor (Principal Investigator, Course Instructor, or Course Coordinator), and understand the laboratory / classroom security and emergency procedures while working in:

Building: _____ Room(s): _____ Under the direction of: _____

I further certify that I understand the hazards of working with the agents included in the WTAMU New IBC Proposal Application; the indications of infection or intoxication by this biological material; the reporting system for potential exposure and accidents; how to seek evaluation and therapy; the standard microbiological practices for this laboratory / classroom; the specific biosafety practices required for BSL-2 work, in accordance with the Biosafety in Microbiological and Biomedical Laboratories (BMBL) Guidebook and the standard operating procedures for this laboratory / classroom.

Finally, I certify that any transfer of this biological material will be done in accordance with WTAMU policies and regulations and under the supervision of the WTAMU Academic and Research Environmental Health and Safety Department. In addition, I ensure that the detailed records of information necessary to account for all activities related to these agents will be maintained.

_____	_____	_____	_____
(Employee Signature)	**(Date)**	**(Supervisor Signature)**	**(Date)**

_____	_____	_____	_____
(Employee Printed Name)	**(Position Title)**	**(Supervisor Printed Name)**	**(Position Title)**

Proposals will not be reviewed until all training listed below has been completed and verified by all personnel listed.
General Biosafety Training via the online CITI Program (required for all proposals).
Responsible Conduct in Research Training via the online CITI Program (not required for teaching proposals).

_____	_____
(IBC Chair Signature Verifying all Above Training)	**(Date)**