

# MUSC Institutional Biosafety Committee Checklist

## Step 1 – Contact IBC Program Manager and Biosafety Officer

### Contact IBC Program Manager and Biosafety Officer for initial discussion

- IBC Program Manager: Yashmin Karten, Ph.D. (PH: 843-792-6512; email: [karteny@musc.edu](mailto:karteny@musc.edu))
- IBC Review Committee Chair: Christine Voelkel-Johnson, Ph.D. (PH: 843-792-3125; email: [johnsovcv@musc.edu](mailto:johnsovcv@musc.edu))

## Step 2 – Lab Relocation and Setup Procedures

- ***IBC approval is NOT possible prior to arrival on campus and setup of lab.***
- Submit a laboratory relocation notification to MUSC's Occupational Safety and Health Programs (OSHP), Biosafety and Radiation Safety offices via the following online form: [http://academicdepartments.musc.edu/vpfa/forms/risk/lab\\_relocate.htm](http://academicdepartments.musc.edu/vpfa/forms/risk/lab_relocate.htm)
- The procedures to follow for lab relocation and setup are detailed in the following policies.
  - [MUSC Laboratory Relocation Policy](#)
  - [MUSC Laboratory Setup Policy](#)
- Biosafety lab inspection ideally happens before the protocol is discussed at the convened IBC meeting, but it CAN also happen afterwards. *Release of IBC approval will then be held until the inspection was satisfactory.*
- Biosafety Office Website: <http://academicdepartments.musc.edu/vpfa/operations/Risk%20Management/biosafet y/>

## Step 3 – Complete IBC Registration Application

- [http://academicdepartments.musc.edu/research/ori/ibc/IBC\\_Submission.html](http://academicdepartments.musc.edu/research/ori/ibc/IBC_Submission.html)
- IBC Deadlines: [http://academicdepartments.musc.edu/research/ori/ibc/IBC\\_Deadlines.html](http://academicdepartments.musc.edu/research/ori/ibc/IBC_Deadlines.html)

## Step 4 – Training

- IBC Training requirements:  
[http://academicdepartments.musc.edu/research/ori/ibc/IBC\\_Education.html](http://academicdepartments.musc.edu/research/ori/ibc/IBC_Education.html)