

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: Michael E. Smith, PhD
 - Ph: 843-792-6535; email: smitmic@musc.edu
- IBC Review Committee Chair: Caroline Westwater, PhD
 - Ph: 843-792-7703; email: westwatc@musc.edu
- Biosafety Officer: Chirstine Voelkel-Johnson, PhD
 - Ph: 843-792-3125, email: johnsocv@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
- The procedures to follow for lab relocation and setup are detailed at the link below.
 - <https://horseshoe.musc.edu/-/sm/horseshoe/everyone/workplace-safety/risk-management/f/forms/laboratory-set-up-checklist--11222022.ashx>
 - <https://horseshoe.musc.edu/-/sm/horseshoe/everyone/workplace-safety/risk-management/f/forms/lab-relocation-and-closeout-checklist--11222022.ashx>
- 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.

Step 3 - Complete IBC Registration Application

- IBC Submission:
 - <https://research.musc.edu/resources/ori/ibc/submission>
- IBC Deadlines:
 - <https://research.musc.edu/resources/ori/ibc/dates>

Step 4 - Training

- IBC Training requirements:
 - <https://research.musc.edu/resources/ori/ibc/education>