Revised 9.20.18

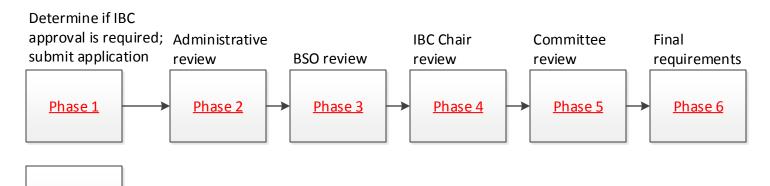
Important Notes

Pls using biologically hazardous or genetically engineered materials must obtain approval from MCW's Institutional Biosafety Committee (IBC). If there is a question whether approval is required, please visit Working with Biologicals or email IBCSafety@mcw.edu

It is important to schedule a pre-lab visit prior to beginning research by contacting safetyinfo@mcw.edu

Index of Process Maps





USING ANIMALS IN YOUR RESEARCH?

You must obtain any safety committee approvals before an animal study can be approved, but you may submit safety committee applications concurrent to animal study applications.

View animal research approval process here

CONDUCTING HUMAN RESEARCH?

With few exceptions, any safety committee approvals must be obtained before a human study is reviewed for approval.

View human research approval process here

Glossary

Training

AUA – Animal Use Application

BSO – Biological Safety Officer

Box – MCW web-based repository for shared files

D2L – MCW online education & training system

eBridge – online system for routing approvals

EHS - MCW department of Environmental Health & Safety

IBC – Institutional Biosafety Committee; also used to refer to biosafety protocol

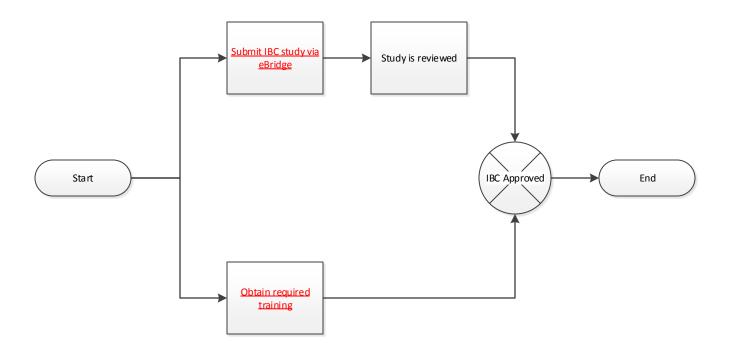
IRB - Institutional Review Board

PI – Principal Investigator

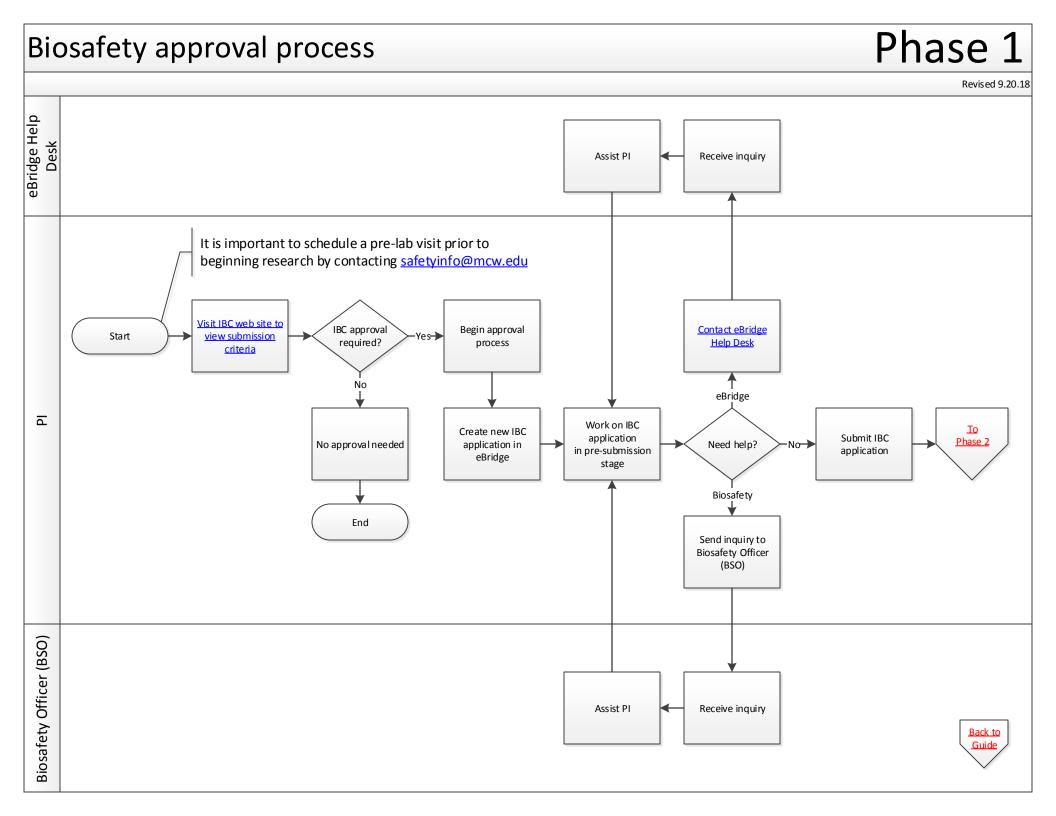
PRO – Human subject research protocol



Revised 9.20.18

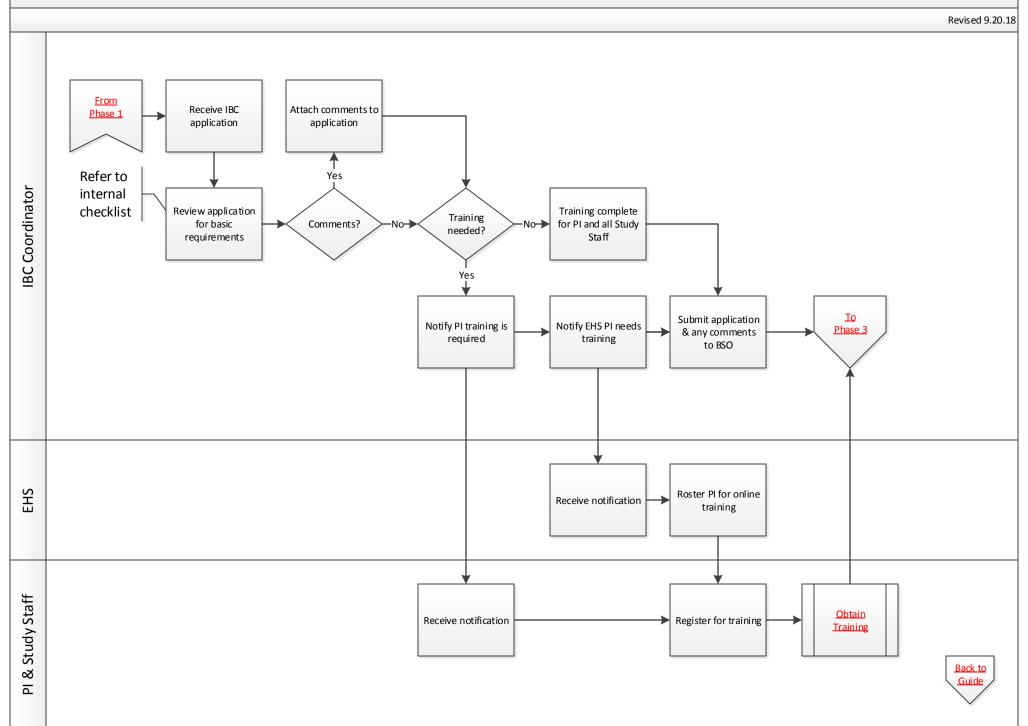






Biosafety approval process

Phase 2

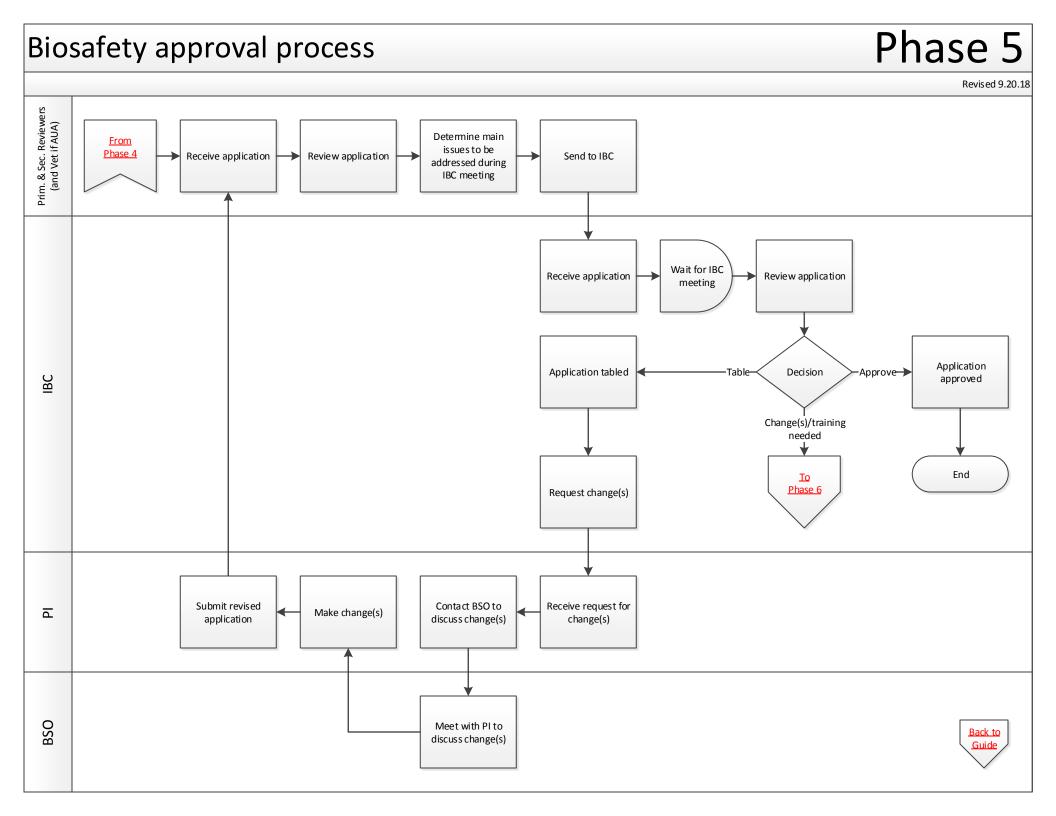


Phase 3 Biosafety approval process Revised 9.20.18 Notify IBC Make requested Receive request for **Obtain** Coordinator training ᆸ Submit change(s) change(s) change(s) **Training** has been completed Coord. Receive notification IBC **From** Change(s) Phase 2 Receive application Review application Request change(s) required? Biosafety Officer (BSO) If many changes are needed, Wait until BSO will meet with PI to discuss Training Approve pending training is Human source requirement(s) completion of completed for material only? training met? PI/Study Staff/ Meet with PI to Application Forward to IBC Chair End discuss protocol approved <u>To</u> Phase 4

Biosafety approval process

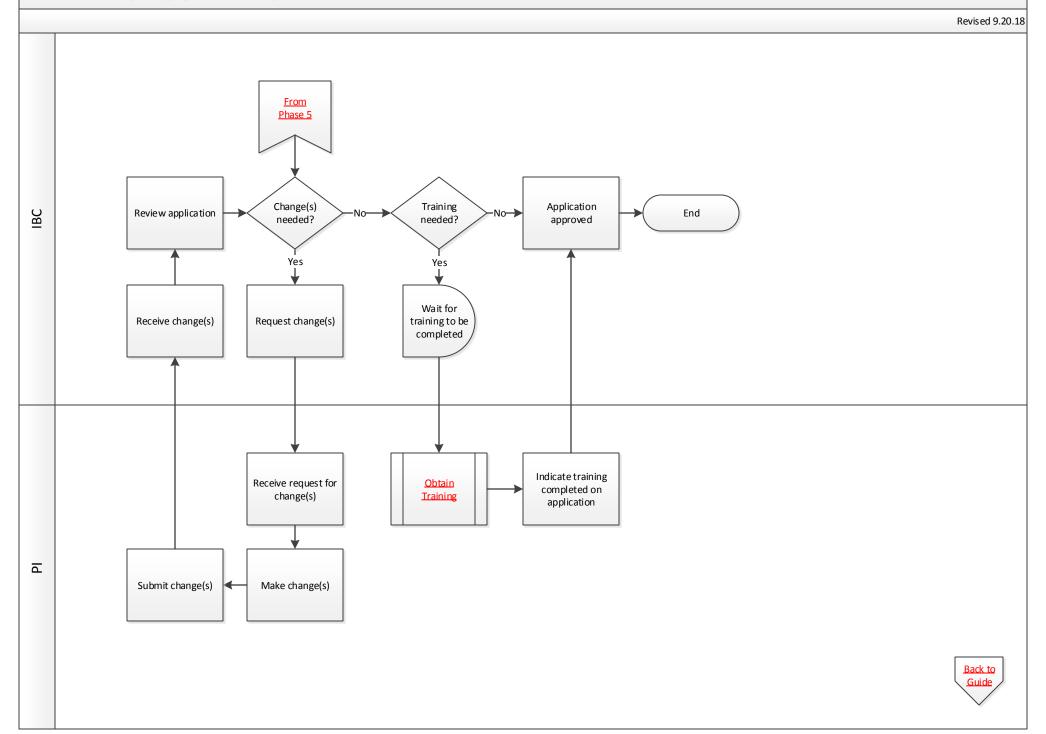
Phase 4

Revised 9.20.18 Indicate training has Make requested Receive request for **Obtain** Submit change(s) been completed in Ы change(s) change(s) **Training** application <u>From</u> Phase 3 Receive application Change(s) Exempt rDNA? Review application Request change(s) needed? **IBC** Chair No Training Application requirement(s) End approved met? No Wait until Approved pending training is Animal Assign vet completion of research? completed for training PI/Study Staff, No <u>To</u> Assign Primary & Phase 5 Secondary Send to reviewers Revie wers



Biosafety approval process

Phase 6



Training Biosafety approval process Start Refer to Enter training Safety Training Training information in IBC Training Checklist (PDF) requirements met End Study Staff application in needed? to view training for PI/Study Staff eBridge requirements Yes Start Ø Б Complete training Receive notification Login D2L module(s) eBridge Notifications sent Notification sent to D2L EHS that training has been completed Receive notification Manually enter EHS Receive notification Roster PI/Study Staff training has been training record in training is needed completed eBridge