

# Institutional Biosafety Committee (IBC) Application Review Checklist for:

- Applicant's Final Pre-submission Review
- BSO's Preliminary Review
- Primary Reviewers Pre-meeting Review

*(08-01-2008 Edition)*

NAME:		NAME:	NAME:	
Applicant Review <input type="checkbox"/>	Items To Be Reviewed		BSO Review <input type="checkbox"/>	Primary Reviewer <input type="checkbox"/>
<b>COMPLETENESS</b>				
<input type="checkbox"/>	1.	The most current version of the IBC protocol application is being used.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2.	All questions have been answered.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3.	General Practices have been reviewed and variances described.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4.	Protocol summary provides sufficient detail, noting particular hazards and how these hazards will be safely handled and contained as part of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5.	BSL Levels appropriate for the biological agents specified have been indicated.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6.	The laboratory is appropriate for the experiments proposed (e.g. Biosafety cabinet, fume hood, hand washing sink, eye wash, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7.	Supporting documentation is attached to the application.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8.	• Product information for the disinfectant of choice.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9.	• Material Safety Data Sheet(s)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10.	• Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11.	• Room Diagrams	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12.	• Specifications/Information on novel equipment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13.	• Other:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14.	Spelling of important terms is correct, especially names of biological agents.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15.	Listings of biological agents and locations of use/storage are consistent throughout application.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	16.	Application is signed and dated by applicant.	<input type="checkbox"/>	<input type="checkbox"/>
<b>DISINFECTANTS</b>				
<input type="checkbox"/>	17.	If bleach is chosen as the disinfectant, application specifies that bleach solution is freshly prepared at a concentration of 10% by volume, or 1:9 dilution.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	18.	MSDS is provided for other disinfectants.	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMERGENCY PROCEDURES</b>				
<input type="checkbox"/>	19.	Principal Investigator phone number is specified.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20.	At least one phone number for after hours contact is specified.	<input type="checkbox"/>	<input type="checkbox"/>
<b>FORMAT</b>				
<input type="checkbox"/>	21.	Margins have been maintained throughout document.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	22.	Pagination has been maintained throughout document.	<input type="checkbox"/>	<input type="checkbox"/>
<b>LABORATORY DIAGRAMS</b>				
<input type="checkbox"/>	23.	All laboratories identified in the application have corresponding diagrams included in or attached to the application.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	24.	Diagrams are legible and provide sufficient detail to relevant features including entrances, benches and work areas, equipment.	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRAINING</b>				
<input type="checkbox"/>	25.	Personnel are appropriately trained by the Principal Investigator.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	26.	Personnel have attended laboratory safety training offered by the Office of Environmental Safety & Services.	<input type="checkbox"/>	<input type="checkbox"/>