



Institutional Biosafety Committee (IBC) Policy For Expired Biosafety Protocols

1.0 Purpose: The purpose of this University of Wisconsin-Madison Institutional Biosafety Committee (IBC) policy is to define the process after a biosafety protocol expires.

2.0 Policy: The IBC has set a three-year expiration date for a biosafety protocol. The Principal Investigator (PI) will receive sufficient notifications of impending expiration, by email and phone. UW-Madison is subject to the NIH Guidelines including assurance that biosafety protocols are regularly reviewed and are up-to-date.

The following process will be followed by the Office of Biological Safety (OBS) and the Institutional Biosafety Committee (IBC):

- The PI, read/write personnel (ARROW) and defined laboratory contact person will be given notices both via email and via phone.
- Two weeks prior to the protocol expiration, the IBC Chair or the Office of Biological Safety (OBS) will notify the PI's department chair regarding the pending inactivation of the biosafety protocol of interest.
- After these notices, and the protocol expiration date has passed, the IBC Chair or OBS will contact the PI via email to notify them that all research covered in the protocol of interest must cease. The biosafety protocol will be inactivated and violations will be reported to the NIH.
- IBC Chair or OBS will notify UW-Madison Research and Sponsored Programs (RSP) regarding the inactivation of the biosafety protocol of interest.

3.0 Related Documents/Resources:

- UW-Madison, Office of Biological Safety - Institutional Biosafety Committee (IBC) Handbook; found on the OBS website (www.biosafety.wisc.edu).
- U.S. Department of Health and Human Services, National Institutes of Health (NIH) - NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules, current version and/or any subsequent revisions.
- U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH) - Biosafety in Microbiological and Biomedical Laboratories (BMBL), current version and/or any subsequent revisions.



Institutional Biosafety Committee - Office of Biological Safety

Title: IBC Policy For Expired Biosafety Protocols

Document Number: IBC-POL-022

Revision: New

Date Approved:06/01/2016

4.0 Document Revisions:

Revision History		
Revision Number	Revision Date	Description of Revision
1		
2		

Original signed & dated Policies are retained by the Office of Biological Safety

Signature- _____

Date _____

Professor Kristen Bernard, IBC Chair