

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT: Institutional Biosafety Committee (IBC)
POLICY NUMBER: IBC-006
REPLACES: IBC-06 (6/7/06)
EFFECTIVE DATE: 10/15/08
REVISION DATE: 10/15/08
POSTED FROM: Exempt per RIA-01-14.2.3

TITLE: IBC Application Submission & Processing

SUMMARY:

Prior to beginning any research using biological agents and/or Recombinant DNA at Seattle Children's Research Institute, the Principal Investigator (PI) must have an approved IBC protocol. The IBC Chair is responsible for processing all applications for review and approval of research involving bio-hazardous materials. Submit one signed original copy to: Mailstop CW c/o IBC Chair.

POLICY/PROCEDURE:

006-1 Pre-Review

006-1.1 Investigators are strongly encouraged to submit their fully completed and signed applications to the IBC Chair (hardcopy or email attachment) for pre-review prior to submitting the application for committee review. This will expedite the IBC review process.

006-2 Application Submission

006-2.1 IBC applications are available on request from the IBC Chair (david.moore2@seattlechildrens.org) or through the Research Support Services (RSS) web site on CHILD.

006-2.2 Applications should be submitted with sufficient detail to enable the IBC to assess:

006-2.2.1 Rationale and purpose of the proposal;

006-2.2.2 Adequacy of training and experience of personnel in the proposed procedures;

006-2.2.3 Safety of working environment for personnel.

006-3 Application Review

006-3.1 The IBC Chair shall review application materials for completeness before submitting to the IBC approval process.

006-3.2 Experimental protocols involving the use of animals will require separate review by the Institutional Animal Care and Use Committee (IACUC).

- 006-3.3 The IBC Chair will serve as a single source for information related to the status of any project under review by the IBC.
- 006-3.4 Completed applications must be submitted prior to the first day of the month in which the next scheduled quarterly IBC meeting is held. This will ensure it is reviewed. Meetings are held quarterly, beginning in January. Incomplete or late submissions might experience delayed review and approval.

Submitting Office: Institutional Biosafety Committee

Approved by:

\\s\ David Moore 10/15/2008
IBC Chair | Director, Research Technical Operations

\\s\ James B. Hendricks, PhD 10/15/2008
President, Seattle Children's Research Institute