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: Yashmin Karten, Ph.D. (PH: 843-792-6512; email: karteny@musc.edu)
- IBC Review Committee Chair: Christine Voelkel-Johnson, Ph.D. (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](http://academicdepartments.musc.edu/vpfa/forms/risk/lab_relocate.htm)
- The procedures to follow for lab relocation and setup are detailed in the following policies.
  - [MUSC Laboratory Relocation Policy](http://academicdepartments.musc.edu/vpfa/operations/Risk%20Management/biosafety/)
  - [MUSC Laboratory Setup Policy](http://academicdepartments.musc.edu/vpfa/operations/Risk%20Management/biosafety/)
- 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.**
- Biosafety Office Website: [http://academicdepartments.musc.edu/vpfa/operations/Risk%20Management/biosafety/](http://academicdepartments.musc.edu/vpfa/operations/Risk%20Management/biosafety/)

Step 3 – Complete IBC Registration Application

- [http://academicdepartments.musc.edu/research/ori/ibc/IBC_Submission.html](http://academicdepartments.musc.edu/research/ori/ibc/IBC_Submission.html)
- IBC Deadlines: [http://academicdepartments.musc.edu/research/ori/ibc/IBC_Deadlines.html](http://academicdepartments.musc.edu/research/ori/ibc/IBC_Deadlines.html)

Step 4 – Training
• IBC Training requirements:
  http://academicdepartments.musc.edu/research/ori/ibc/IBC_Education.html