

Institutional Biosafety Committee

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MEMORANDUM

TO: UTC Department Heads/Faculty with Active IBC Registrations

FROM: UTC Institutional Biosafety Committee

DATE: October 29, 2024

TRANSITION TO PRIOR APPROVAL PROCESS FOR IBC-RELATED ACTIVITIES

Fall 2024 marks two years since the Institutional Biosafety Committee (IBC) was established to oversee research and teaching activities involving biological hazards at UTC. Over these two years, we have been working with the UTC community to ensure current activities falling under our purview have received approval and thus, are compliant with relevant regulations such as the National Institutes of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines). During this time, principal investigators were conducting activities prior to and concurrently with IBC registration submission and approval. Moving forward, however, **IBC policies will transition to requiring IBC approval prior to all relevant teaching and research activities.** These policies will ensure UTC is aligned with relevant federal regulations and safeguarding faculty, staff and students.

What does this mean going forward?

January 6, 2024: Updated policies will go into effect

Please submit teaching and research related registrations to the IBC (ibc@utc.edu) 30 days prior to the anticipated commencement of activities. This will allow time for IBC review, completion of training for listed personnel and any revisions needed to acquire approvals.

- The IBC meets on the 4th Monday of each month to review registrations. If your activities require full committee review, please adjust your project start date with the meeting schedule in mind.
- Low risk activities may qualify as exempt. These activities will go through administrative review and require an exemption approval letter from the IBC before activities begin.

Registration approval is valid until the project end date or up to three years, whichever is sooner; no activities may take place under a closed or completed IBC registration.

Please refer to the [IBC webpage](#) for updates and additional information on the process going forward. We appreciate your help in communicating these policies to your colleagues to help ensure PIs and laboratory

instructors are aware. Do not hesitate to reach out to the IBC (ibc@utc.edu) with any questions or concerns and we look forward our continued collaborations in maintaining a safe working environment for our faculty, staff and students.

Sincerely,

Dr. David Giles
IBC Chair
Professor
Biology, Geology and Environmental Science

Dr. Cheryl Murphy
IBC Designated Official
Director, Office of Research Integrity