

University of Arkansas

Institutional Biosafety Committee

Research Project Registration Process & Forms Procedure

General Information

- All registration forms and attachments must be submitted electronically.
- Each time a project is registered, new registration forms should be downloaded from the University of Arkansas Office of Environmental Health & Safety (EH&S) Forms Page, ehs.uark.edu/FormsPage.aspx. The forms will be updated periodically, and outdated versions will not be accepted once a new version is available.
- Registration forms are in Word and PDF with fill-in fields. The fields themselves will appear shaded or gray as checkboxes or text fields. The forms are “locked”, so the text of the form cannot be altered. The tab key can be used to move between fields.
- In some cases, you may need to add information by way of an additional document. Any additional documents should be in Word or Word Perfect format. The relevance of additional documents should be explained, preferably in the body of the email used to submit the completed registration forms.
- During the review process, questions may be posed to the Principal Investigator for clarification purposes by members of the Institutional Biosafety Committee (IBC) or by the University Biological Safety Officer. Please attend the next IBC meeting to answer any questions brought up by the IBC Members.
- Depending on the project, a laboratory audit may need to be scheduled. The University's Compliance Coordinator will contact the Principal Investigator if an audit is required.
- Once the University's Compliance Coordinator has received a project registration submission, a confirmation email will be sent out within 2 business days.
- If you have questions regarding the forms or the registration process, please contact the University's Compliance Coordinator at 479-575-3845 during regular business hours or IBC Coordinator at ibc@uark.edu.

Step by Step Process Overview

STEP 1: Download **Form 1 - General Information** from the University's EHS webpage located at ehs.uark.edu/FormsPage.aspx.

STEP 2: Complete **Form 1 - General Information**, beginning with the selection of other registration forms that are applicable to the research being registered. Forms are further defined in the “Registration form overview” section below.

STEP 3: Once Form 1 - General Information is completed, download and complete the additional applicable registration forms, also available at ehs.uark.edu/FormsPage.aspx.

STEP 4: When all forms are complete, they should be attached to an email and sent to ibc@uark.edu which will initiate the review process by the Institutional Biosafety Committee.

STEP 5: Print out **Form 1 - General Information**, sign and date, and mail to: Compliance Coordinator-IBC, 1 Admin. Building, Fayetteville, AR 72701. Also, email the electronic copy to ibc@uark.edu

Registration Form Overview

Form 1 - General Information: This form requests specific information on personnel, facilities, experimental protocols, and safety procedures.

Form 2 - Recombinant DNA: The form applies to all recombinant DNA activities, including those activities considered “exempt” from the NIH Guidelines. If the recombinant DNA research proposed involves other categories (animals, pathogens etc) additional forms that address those categories should also be completed.

Form 3 - Pathogens: Includes agents that can infect humans, animals, or plants. Note - some pathogens require a permit from the CDC or the USDA.

Form 4 - Biotoxins: This form covers toxins that, by definition, have a biological origin.

Form 5 - Human Materials/Nonhuman Primate Materials: The list of materials covered is large and includes human and non-human primate cell lines, tissues, organs, body fluids, and purified products (enzymes, serum proteins, etc.).

Form 6 - Work involving Whole Animals: Transgenic animals (production or import) are also registered here, in addition to FORM 2 - Recombinant DNA.

Form 7 - Work Involving Whole Plants: Transgenic plants or exposure of plants to recombinant DNA-modified, infectious agents are treated in this form.

Form 8 - Work involving CDC Regulated Select Agents: Agents covered by this form have the potential for “mass destruction”. They can affect humans, animals, or both and are represented by viruses, bacteria, parasites, and biotoxins.

Form 9 – Notice to Pat Walker Health Center: This form is used to notify the Pat Walker Health Center of any BSL-2 or above agents, along with the toxins they produce, that are being used in the current protocol.