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Institutional Biosafety Committee IBC

Protocol Checklist based on common error:

Protocol Checklist:	✓
1. Incomplete Protocol Forms	
Ensure all tabs are answered completely. Many revisions are a result of missing sections or unanswered questions, especially around risk assessment and procedures.	☐
2. Vague or Insufficient Experimental Details	
Provide thorough descriptions with step-by-step details rather than wording like "standard procedures will be followed".	☐
3. Lack of Detail in Risk Assessment	
Do not overlook potential hazards such as aerosol generation, sharps use, or exposure routes. The expectation is to list the risk assessment associated with the protocol, not list PPE that will be used.	☐
4. Improper Biosafety Level Assignment	
Select the appropriate and highest BSL containment level that will be included in the work associated with the protocol.	☐
5. Incorrect or Missing Agent Information	
Ensure to clearly outline strain, vector, host, or genetic modifications and correct Risk Group classification.	☐
6. Application Form Completion	
Address all questions; denote "N/A" for irrelevant queries.	☐
7. Coherence and Clarity	
Ensure the application is coherent and clear, avoiding technical jargon, inconsistent terminology, or copied sections.	☐
8. Failure to Address Waste Disposal	
Provide adequate details explaining how biohazardous waste will be contained, treated, and disposed of.	☐
9. Incomplete Training	
Confirm that all personnel listed in the protocol have completed all required biosafety and EHSRM training.	☐
10. Research Personal Information	
Include details about research personnel involved. Identify individuals that will be involved with BSL-3. Undergraduate students are not permitted to work with BSL-3 agents.	☐
11. Generic Description of PPE and Safety Practices	
Provide accurate and specific information regarding the use of PPE and safety practices that will be utilized.	☐

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Protocol Checklist:	✓
12. Unclear Transport Procedures Describe in detail how biological agents will be transported withing and/or outside of the lab safely.	☐
13. Study Location and Contact Information Provide correct and complete information regarding the study location and the emergency contacts.	☐
14. Hazardous Materials Detail the Hazardous materials that will be used in the research.	☐
15. IRB/IACUC Protocol Attachment Include the most updated information regarding IRB and/or IACUC protocols that are related to the submission. Attach the document as required.	☐
16. Annual Review Updates Update activities completed since the last annual review, including procedures conducted and funding status.	☐
17. Unlisted or Improperly Justified Modifications Failing to mention the use of viral vectors, antibiotic resistance genes, or gene-editing tools (e.g., CRISPR).	☐
18. Inconsistent Information Across Sections Confirm there are no conflicting details in different parts of the protocol. Remain consistent with agents and procedures.	☐
19. Submit Required Supporting Documents Remember to attach required supporting documents. This includes SOP's, training records, BSL certifications, vaccination records or waivers, PI CV and/or resume.	☐
20. Additional Project Purposes Identify any additional project purposes, such as pilot studies or thesis.	☐
21. Revision Response Location Respond to revisions within the protocol document, not just in the review tab.	☐
22. Failure to Submit Amendments Remember to submit an Amendment when a change needs to be made. This includes the addition or removal of personnel.	☐
23. Unclear Transport Procedures Describe in detail how biological agents will be transported withing and/or outside of the lab safely.	☐
24. Study Location and Contact Information Provide correct and complete information regarding the study location and the emergency contacts.	☐

Protocol Checklist:	✓
25. Grammar Checks	
Review and correct any grammatical errors.	☐
26. Meeting Dates and Protocol Submission Deadlines	
Protocols are reviewed at the convened meeting and are expected to be submitted a minimum of two weeks prior to a meeting date. All dates and submission deadlines can be found on the IBC website.	☐