MANDATORY TRAINING

Everyone listed on an active IBC registration completes the Mandatory IBC training entitled “Biosafety in the Research Laboratory”. Please register for an upcoming class as soon as possible. Training dates by campus are listed on the IBC website [http://www.tufts.edu/central/research/IBC/training.htm](http://www.tufts.edu/central/research/IBC/training.htm). **DEADLINE FOR TRAINING ATTENDANCE IS JUNE 1.** Any personnel listed on IBC registrations that have not attended this training prior to this date will not be allowed to continue working with biohazardous agents.

You may need to attend other trainings based on your specific research. For a listing of all necessary trainings, please review the Environmental Health and Safety office's TRAINING MATRIX [http://publicsafety.tufts.edu/ehs/?pid=24](http://publicsafety.tufts.edu/ehs/?pid=24)

IBC REVIEW PROCESS

When you submit a registration or an amendment, your submission works its way through both the IBC office and the EHS office. Below are the steps that your registration will follow. It's important to address any comments or questions that you receive from the biosafety officers (BSO) or the IBC office as quickly as possible since your submission will be withdrawn within 60 days if there is no response from the investigator. Your registration or amendment may need to be reviewed by the full IBC or it may be administratively approved without full Committee review. This is dependent upon the type of research performed (see more information on the IBC website) [http://www.tufts.edu/central/research/IBC/review_approval_process.htm](http://www.tufts.edu/central/research/IBC/review_approval_process.htm)

We hope the process below will ensure that your registrations are reviewed and approved in a timely manner. Please feel welcome to provide feedback at any time as it's important for us to know what works best for the investigators.

**STEP 1** – Submit registration (or amendment) directly to [IBC-office@tufts.edu](mailto:IBC-office@tufts.edu). Document starts to be tracked internally.

**STEP 2** – IBC office sends registration to responsible BSO.

**STEP 3** – BSO sends pre-review to Principal Investigator within 3 days of receipt. Investigator and BSO work through revisions that may be necessary.

**STEP 4** – The PI gets notified of an administrative APPROVAL by the BSO or if the registration will be submitted to IBC meeting.

**STEP 5** – If submitted to meeting, the IBC office will provide the vote of the Committee along with any further questions or stipulations, to the Principal Investigator.

**NOTE** – If there is no response from the investigator regarding a pending registration within 60 days of initial submission, the IBC office will send an email to the PI stating the registration has been WITHDRAWN. A resubmission would then be required if a review is necessary.