

## OFFICIAL USE ONLY

### Institutional Biosafety Committee (IBC) Approval Checklist

**Note: It is the PI's responsibility to ensure completion of the checklist before beginning BSL-2 or BSL-3 work!**

PI: \_\_\_\_\_

Project Title: \_\_\_\_\_

Step	
1.	<input type="checkbox"/> PI has provided an electronic copy of the application to BSO and IBC Chair (dinas@lanl.gov, mci@lanl.gov) no later than 3 weeks prior to the scheduled meeting.
2.	<input type="checkbox"/> PI has provided a hard copy of the application to BSO with <b>signatures of PI and GL</b> in Section 12 no later than <b>3 weeks</b> prior to the scheduled meeting.
3.	<input type="checkbox"/> IBC review of application completed; memo/email received by PI and GL: <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved</li> <li><input type="checkbox"/> Approved with conditions</li> <li><input type="checkbox"/> Deferred</li> <li><input type="checkbox"/> Not approved (Note: If work not approved, stop. Completion of the remainder of this form is not required)</li> </ul>

Step	Approved	Approved with conditions	Deferred till next IBC meeting
4.	<input type="checkbox"/> IBC Chair signed the Work Authorization portion and transmitted the application to the Group Leader for signature.	<input type="checkbox"/> PI provided an updated electronic copy of the application to BSO and IBC Chair	<input type="checkbox"/> PI has updated application to meet requirements for resubmittal. Go back to step 1.
5.	<input type="checkbox"/> Group Leader signed Work Authorization.	<input type="checkbox"/> PI met the IBC conditions. (The revisions were agreed upon by BSO and IBC Chair by email or phone). BSO informed PI by email or phone.	
6.	<input type="checkbox"/> There were no select agents involved -OR- <input type="checkbox"/> The LANL RO received approval for updating the LANL select agent registration.	<input type="checkbox"/> IBC Chair signed the Work Authorization portion and transmitted the signed application to the Group Leader or designee to obtain PI and GL signatures.	
7.		<input type="checkbox"/> Group Leader and PI signed Work Authorization section.	
8.		<input type="checkbox"/> Group Leader designee sent final signed IBC original copy to Dina Sassone and copies to PI.	
9.		<input type="checkbox"/> There were no select agents involved -OR- <input type="checkbox"/> The LANL RO (Dina Sassone) received approval for updating the LANL registration of select agent work.	