

HuskySMS Powered by SciShield Quick Start Guide for Principal Investigators Biological Summary / IBC Registration

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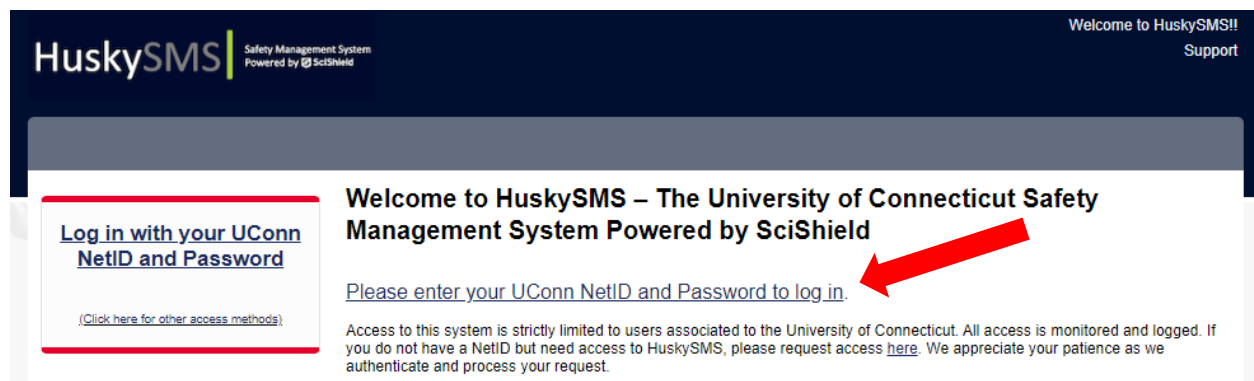
A HuskySMS IBC Registration Demo tutorial is available on the UConn HuskySMS website; <https://ehs.uconn.edu/huskysms-password-protected-tutorial/>. It is password protected. Please use the current password noted on that site, and select "Launch Welcome to HuskySMS Tutorial". Enter the current password and click "View". Scroll down to "PI Setup Wizards" to find demos.

HuskySMS Biological Summary / IBC Registration Introduction

The HuskySMS IBC Module allows for easy-to-follow registration of biological activities in the laboratory. Through the Biological Registration Wizard the Principal Investigator (PI) will be asked to fill out information on their projects and conduct initial risk assessments as to the work being done in the lab. Depending on the information provided, further surveys or forms may be prompted that will assist the Institutional Biosafety Committee (IBC) in the assessment of the Biological Safety Level, potential hazards associated with the lab, and applicable NIH classifications.

Getting Started

Navigate to <https://uconn.SciShield.com/>, and use your UConn NetID and password to log into the system.



Biological Registration Wizard

Upon log in, the PI will be prompted to complete the biological summary using the Biological Registration Wizard. Select the “Biological Registration Wizard” link. At this point the PI may delegate the registration to an approved member of their laboratory. The PI should notice that there are no required Surveys or Data Entry yet because the Usage Summary has not been completed in the Project Form. Click “Continue” to begin the Biological Registration Wizard if you do not wish to delegate this task to someone else.

It should be noted that the wizard can be skipped temporarily, by selecting “Skip Setup”. However, the biological registration wizard will be prompted upon login until it is complete.

HuskySMS | Safety Management System
Powered by SciShield

Welcome, David J Cavallaro
Support | Logout

Setup Steps

The following item(s) require your attention. If you have any trouble or need help, please [Contact Us](#).

Emmett Brown Demo Lab Setup

- **Biological Registration Wizard Not Complete!**

Biological Registration Wizard

Welcome to the Biological Registration Process.

PIs are required to register the use of biological materials with the Institutional Biosafety Committee (IBC).

This wizard will guide you through:

1. Adding Project Forms
2. A series of questions pertinent to your areas of research or teaching activities
3. Building your "Biological Registration Summary"
4. Submitting your summary to the Institutional Biosafety Committee (IBC) for review and approval

The time to complete the initial population of your profile will depend on the number and complexity of the projects in the lab. Surveys and form data will save automatically, and you can return at a later time to complete and submit your registration.

Amendments should be submitted throughout the approval period, to ensure new projects are approved prior to the initiation of new activities. Husky SMS will prompt you to renew this registration at the end of your approval period.

If you would like, you may delegate this process to another member of your lab. [Delegate Now](#). Please note that the person chosen to complete the registration must be knowledgeable in all activities that occur in the lab, to ensure all projects involving biological materials are included.

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Microbial Agents Survey

Recombinant or Synthetic Nucleic Acid Molecules Survey

Enter Biological Materials

Project Form

After selecting “Continue” the PI will be brought to the “Enter Laboratory’s Research Projects” page. Click “Add a Project” to include a Project Form within your IBC Registration.

*** Note: Please complete one Project Form.** If your lab has several projects, all projects can be included in the Description of Experimental and Procedural Details section of the Project Form, and can be designated as “Project 1, Project 2”, etc. Completing multiple Project Forms will prompt the same survey multiple times. To avoid confusion and help increase efficiency we are asking labs to complete one Project Form.

When adding a Biological Research Project there will be certain fields that are required for the PI to complete. These will be indicated with an asterisk next to the field.

Throughout the process, there are question mark icons to hover your mouse over for help text. These will help guide the user to what should be entered in the prompted field.

Primate Materials:

- ☒ Human Body Fluids
- ☒ Human Cell Lines
- ☐ Human Organs
- ☒ Human Tissues
- ☐ Non-Human Primate Source Materials
- ☐ Non-Human Primates

Non-Prime Materials:

- ☐ Amphibians
- ☒ Arthropods
- ☐ Bloodborne Pathogens
- ☐ Fish
- ☐ Lab Animal Cell Lines (Non-Primate)
- ☐ Lab Animal Source Materials (Non-Primate)
- ☐ Lab Animal Tissues (Non-Primate)
- ☐ Lab Animals (Non-Primate)
- ☐ Non-Pathogenic Microorganisms
- ☐ Pathogenic Microorganisms
- ☐ Plants
- ☐ Select Agent Pathogenic Microorganisms

Arthropods

e.g. Ticks, Cockroaches, Spiders, Butterflies, etc.

Project Biological Materials and Details - The next step is to select the appropriate materials in use for this project. These selections will trigger applicable surveys to be completed for more accurate classification of experiments.

Project Biological Materials & Details

Please select any of the biological materials categories listed below that you plan to utilize for this project.

Primate Materials:

- ☐ Human Body Fluids
- ☐ Human Cell Lines
- ☐ Human Organs
- ☐ Human Tissues
- ☐ Non-Human Primate Source Materials
- ☐ Non-Human Primates

Non-Prime Materials:

- ☐ Amphibians
- ☐ Arthropods
- ☐ Bloodborne Pathogens
- ☐ Fish
- ☐ Lab Animal Cell Lines (Non-Primate)
- ☐ Lab Animal Source Materials (Non-Primate)
- ☐ Lab Animal Tissues (Non-Primate)
- ☐ Lab Animals (Non-Primate)
- ☐ Non-Pathogenic Microorganisms
- ☐ Pathogenic Microorganisms
- ☐ Plants
- ☐ Select Agent Pathogenic Microorganisms

Description of Experimental and Procedural Details – Below is a screenshot of how this can be set up. However, it should be noted that this is a brief example, and for live registrations additional details need to be provided so the IBC can conduct a thorough risk assessment.

Description of Experimental and Procedural Details: *[Example]*

Project 1: Transfect human cells with...
Project 2: Extract DNA from
Project 3: Purify proteins that ...

Provide details that enable reviewers to understand the flow of the experimental investigations involving the biological materials chosen above. Include details about genetic alterations to the models used, the purpose of the alterations, any potential deleterious effects of the alterations. Use references and expand acronyms.

Project Biological Safety Risk Assessment – The PI or delegate completes this section to do an initial assessment of the risk involved with the experimental activities in the lab and determine which Biosafety Levels the lab feels are appropriate for the work. The IBC may agree or disagree, and this section can be updated administratively as needed.

Project Biological Safety Risk Assessment

Please fill the following as an initial assessment of the potential risk and safety levels for this project. These levels are subject to change following review by your Biosafety officer.

Assessment of Potential Risk:

Rate the following on a scale of 1 to 4 (1-Very Low; 2-Low; 3-Moderate; 4-High) as they relate to biological materials/agents being used and the experimental manipulations planned in this project. **Assume that NO safety or containment procedures are in place.**

In Humans:

Likelihood of effect/ infection/ harm to humans: *

<Select>

Rate the likelihood of workers being negatively effected, infected, harmed.

Severity of effect/ infection/ harm in humans: *

<Select>

Rate the severity of the negative effect, infection, or harm to workers.

Probability of spread throughout the human population: *

<Select>

Rate the probability of a biological material or agent spreading throughout the human population.

In Animals:

Probability of spread throughout an animal population: *

<Select>

Rate the probability of a biological material or agent spreading throughout an animal population.

Safety Levels

Please specify the maximum safety levels required by this project.

Biosafety Level (BSL): *

<Select>

Animal Biosafety Level (ABSL): *

<Select>

Authorizations and Permits Applicable to this Project – This section can be used to indicate which (if any) UConn Committee approvals are in place, other than the IBC (e.g. those working with animals require IACUC approval).

Authorizations and Permits Applicable to this Project

Please include the applicable authorizations or permits involved with this Project. If authorization or permits are pending or depending on IBC approval please specify in additional information. Multiple permits of a type should be separated by commas.

IACUC Number:

Additional Information:

IRB Number:

Additional Information:

USDA/APHIS/PPQ Permits:

Additional Information:

In HuskySMS, rooms and spaces are associated with Laboratories. Applicable locations should be pre-filled into your Project Form to select which rooms are used for work and/or storage.

During the General Setup Wizard the PI will be asked to add members to their lab. The Project Form will automatically include those members for the PI to select personnel associated with the biological work.

If there is a collaborator within the institution, but not in the lab, that member can be added to the Project Form through the institutional look up under “Other individuals involved in this project”. External collaborators can be added by including their name and institution in the appropriate form field.

Rooms and Spaces

Please identify the rooms and spaces where work will be conducted and experimental models and reagents will be stored.

Rooms & Spaces within your laboratory that will be used for this project:

Building	Room #	Work	Storage
No spaces have been identified for your laboratory			

Project Team Members

Please identify all of the people involved in this project. Use the look up tool below to add people to the project who are not a member of your laboratory group.

Laboratory group members involved in this project: *

Please identify all of the people involved in this project. Use the lookup tool below to add people to the project who are not a member of your laboratory group.

☐ Cavallaro, David - PI

☐ Lesseur, Shawna - Co-Investigator

Other individuals involved in this project:

Please use the look up tool to add any additional people who are involved in this project.

External collaborators:

Please use the text area to provide any additional external collaborator(s) who are involved in this project.

Provide name and collaborator's place of work. eg. Bill Smith (Parent Institute)

After the Project Form is complete, click “Save and Continue” and then “Next Step” to move on to the survey portion of the Biological Summary / IBC Registration.

Enter Laboratory's Research Projects

Your *Biological Research Project* has been created.

Please enter information about the specifics of your laboratory's projects. Entry of this information is important for compliance registration purposes.

These are the projects currently ongoing in the as well as projects that are intended to start in the next year.

As part of the lab registration process, please enter information about the specifics of your group's biological projects. This information combined with your research focus provides a concise profile of your research that EHS and the various institutional safety committees can understand. Entry of this information is important for compliance registration purposes.

Project Title		
Test	Edit	Archive
New	Edit	Archive

[Add a Project](#)

When finished please click "Next Step" to proceed

[Previous Step](#) [Next Step](#)

Biological Material Surveys

In this example the PI selected work involving Human Sourced Materials, Animal Source Materials (non-primate), Arthropods, Biological Toxins, and Recombinant or Synthetic Nucleic Acids Molecules on the Project Form. Those selections now appear in the left-nav menu for the surveys required for submission. Surveys are associated with selections made in the Project Form but will not appear if not required.

Human Source Materials Survey

[Find Individual or Group](#) [Search](#)

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Animal Source Materials (Non-Primate) Survey

Plants Survey

Arthropod Source Materials Survey

Human Source Materials Survey

Activities or experiments with human source materials can increase the risk of exposure to bloodborne pathogens. Experiments may also require review by the Institutional Review Board.

Working with human source materials (cell lines, tissues, blood, etc.) may constitute a moderate risk to personnel and the environment. Please consult with institutional policies for any training requirements.

Proceed to the next tab to begin the human source materials questions.

Survey doesn't apply to you? [Opt Out](#)

Surveys include questions and answers that may trigger additional surveys as needed. Questions can be found under each tab of the survey. Once all questions in in each tab have been completed, click “Save” under the

“Save & Continue” tab. The survey process will continue in this format until all triggered Biological Surveys are complete. Each Survey has similar tabs with questions and formats.

*Note: Not all surveys will be required for all labs. These surveys are populated based on the work conducted in the lab.

Overview of Surveys within HuskySMS

Human Source Materials Survey – Reviews use of materials obtained from a human source (e.g. human cell lines, blood, tissues, etc.).

Animal Source Materials (Non-Primate) Survey – Asks general questions regarding the use of materials obtained from an animal source (e.g. mouse cell lines, blood, tissues, etc.). It should be noted that this survey excludes the use of non-human primate materials, since that is covered in a separate survey.

Non-Human Primate Source Materials Survey – Reviews use of materials obtained from a non-human primate source (e.g. COS-1 cell lines, macaque blood, tissues, etc.).

Plants Survey – Reviews questions regarding research involving plants. Both transgenic and wild-type plant work is included in this survey.

Arthropod Source Materials Survey – This survey goes over general questions regarding the use of arthropods and materials from arthropods.

Microbial Agents Survey – Evaluates the use of microorganisms (bacteria, viruses, fungi, etc.). This includes both the use of pathogenic organisms *as well as non-pathogenic microorganisms*.

Biological Toxins Survey – Requests information regarding the use of toxins obtained from a biological source. Please note that *toxic chemicals are not biological toxins* and should not be included in this section.

Recombinant or Synthetic Nucleic Acid Molecules Survey – This survey contains questions regarding the use of rsNA molecules in the lab. Questions are taken directly from the NIH Guidelines. When a question is answered, that section may expand and show more relevant subsections of the NIH Guidelines. Once completed, the applicable NIH Guidelines will be documented in the biological summary.

*Note: The selection of the applicable links (i.e., “NIH Guideline Section-III-A-1”) will bring you to the website for the NIH Guidelines. Hovering over the (?) icon will display help text for the applicable topics.

rsNA Survey - Exempt Experiments – If you indicate that you perform Exempt Experiments, the survey will trigger additional information to capture details about this research.

Material Data Entry

After all Biological Material Surveys are completed, the PI will be prompted to provide additional information about the materials they work with. This PI indicated that they work with cell lines, tissues, plants, microorganisms, biological toxins and Recombinant DNA; therefore, those Material Data Entry points are triggered in the left-nav for the PI to add, as can be seen in the screenshot to the right.

Enter Biological Materials

Enter Cell Lines

Enter Tissues

Enter Plants

Enter Microbial Agents

Enter Biological Toxins

Enter Nucleic Acid Reagents

Example: Enter Microbial Agents

From this view the PI will be able to enter what Bacteria, Fungi/Yeasts, Viruses, and Parasites they use in their research. By Selecting “Add Bacteria,” “Add Virus,” etc. the PI will be prompted to choose the genus/species or applicable information for the submission of this agent from a dropdown menu.

Find Individual or Group Search

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Animal Source Materials (Non-Primate) Survey

Plants Survey

Arthropod Source Materials Survey

Microbial Agents Survey

Biological Toxins Survey

Recombinant or Synthetic Nucleic Acid Molecules Survey

Enter Biological Materials

Enter Cell Lines

Enter Microbial Agents

Use this page to enter the microbial agents used in your lab. When you are finished, please click "Next Step" below to proceed.

Please note: The NIH Risk Group listed does not correspond to the biosafety level at which work can be safely performed. Based on information provided, the biosafety level for the laboratory will be assigned by a biosafety officer.

Current Bacteria in Emmett Brown Demo Lab

Genus	Species	Sub Species	Strain	Risk Group Level	Pathogenicity	Used in Animals?	Select Agent
None Listed							

Add Bacteria

Select Bacteria to be added to the above table:

None

Sub Species:

Strain:

Pathogen:
 HP = Human Pathogen
 AP = Animal Pathogen
 IP = Insect Pathogen
 PP = Plant Pathogen

☐ HP
☐ AP
☐ IP
☐ PP

Risk Group Level:

Will this agent be used in animals?:
☐ Yes
☐ No

Notes (optional):

If necessary, enter any notes that will clarify for the Biosafety officer names entered or selections made. Do not include information about its use.

Submit

Addition/Update of the Microbial Agents

We can now see that the microbial agent is listed as a bacterium in the lab. The PI has the ability to Edit or Remove these agents or add additional bacteria by selecting "Add Bacteria."

Enter Microbial Agents

Your Microbial Agent - Bacteria has been added/updated.

Use this page to enter the microbial agents used in your lab. When you are finished, please click "Next Step" below to proceed.

Please note: The NIH Risk Group listed does not correspond to the biosafety level at which work can be safely performed. Based on information provided, the biosafety level for the laboratory will be assigned by a biosafety officer.

Current Bacteria in Emmett Brown Demo Lab

Genus	Species	Sub Species	Strain	Risk Group Level	Pathogenicity	
Escherichia	coli (K-12)			1		<a>Edit <a>Remove

Add Bacteria

Biological Registration Forms - Pathogens and Viral Vectors

A Pathogen Registration and/or a Viral Vector Form will provide additional safety information for the IBC to conduct a proper risk assessment. Pathogen forms are required for risk group 2 microorganisms that cause disease in healthy human adults (bacteria, fungi, parasite). The Viral Vector Form must be completed for labs using viral vectors in cells, animals, etc. (e.g. AAV, lentiviral vectors). Applicable forms can be completed by selecting the appropriate link, and going through the tabs at the top of the form.

Biological Registration Forms

This laboratory has been identified as working with viral vectors. Please provide details for relevant Viral Vectors.

This section allows you to add registration forms for agents and activities in your laboratory. Click on each form name that applies to your laboratory.

Biological Forms Submitted

Regarding	Submitted Form	Submitted By	Submission Date	Last Updated	State
No Biological Registration Forms have been filled out for this lab.					

Add Pathogen Registration

Register the usage of a pathogenic agent (bacteria, virus, parasite, fungus, etc). Each agent will need a separate form. *For recombinant viruses, use the Viral Vector Form.

Add Viral Vector Form

Register the usage of recombinant viruses based on the viral vector system used to produce the virus or viruses. Each viral vector system used requires a separate form. *For alteration of wild type viruses or the use of wild type viruses as vector systems, use the Pathogen Registration Form.

When finished please click "Next Step" to proceed

Previous Step
Next Step

***Note:** These forms DO NOT need to be completed if your lab does not use human pathogens or viral vectors.

Survey and Form Submission Correction

The HuskySMS Biological Registration database ensures that all applicable information is captured by using prompts and messaging if a required question is left blank. The applicable section will be highlighted in red at the top of the screen until it is completed as appropriate.

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Welcome, David J Cavallaro
Support | Logout

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Animal Source Materials (Non-Primate) Survey

Human Source Materials Survey

"Which of the following do you do with human cell lines?" field is required.

Intro
Cell Lines
Tissues & Fluids
Describe
Save & Continue

Human Source Materials Survey

Activities or experiments with human source materials can increase the risk of exposure to bloodborne pathogens. Experiments may also require review by the Institutional Review Board.

Working with human source materials (cell lines, tissues, blood, etc.) may constitute a moderate risk to personnel and the environment. Please consult with institutional policies for any training requirements.

Proceed to the next tab to begin the human source materials questions.

Survey doesn't apply to you? [Opt Out](#)

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Animal Source Materials (Non-Primate) Survey

Plants Survey

Arthropod Source Materials Survey

Microbial Agents Survey

Biological Toxins Survey

Biological Registration Wizard

- The Animal Source Materials (Non-Primate) Survey is required for your laboratory but is incomplete. Please scroll down and complete this survey prior to submitting your registration.
- The Arthropod Source Materials Survey is required for your laboratory but is incomplete. Please scroll down and complete this survey prior to submitting your registration.
- The Biological Toxins Survey is required for your laboratory but is incomplete. Please scroll down and complete this survey prior to submitting your registration.
- The Microbial Agents Survey is required for your laboratory but is incomplete. Please scroll down and complete this survey prior to submitting your registration.
- The Plants Survey is required for your laboratory but is incomplete. Please scroll down and complete this survey prior to submitting your registration.
- The Recombinant or Synthetic Nucleic Acid Molecules Survey is required for your laboratory but is incomplete. Please scroll down and complete this survey prior to submitting your registration.

Emmett Brown Demo Lab

Submission Date: --

PI: Dr. David J Cavallaro

Delegate(s): Shawna M Lesseur

Usage Summary

Primate Materials

- Human Cell Lines
- Human Tissues

Non-Primate Materials

- Arthropods
- Lab Animal Source Materials (Non-Primate)
- Non-Pathogenic Microorganisms

Other Biological Source Materials

- Biological Toxins
- Recombinant or Synthetic Nucleotides
- Viral Vectors

Registration Completion

Once the Biological Summary / IBC Registration is complete, the PI is prompted to review the information provided. At the top of the biological summary, we can see the Usage Summary for the materials selected in the project, the lab focus that was provided during the General Set up Wizard, and the links to the relevant NIH Guidelines. The PI will be asked to scroll down to certify accuracy of the biological summary.

Review, Certify, and Submit

After a full review of the Biological Summary / IBC Registration the PI will be asked to “Certify” the registration. The PI will be prompted to initial each statement to indicate that they will comply with institutional policies, and then submit the registration for IBC review and approval. After certification, a message is displayed to confirm submission.

Additional Forms

Title	Submitted By	Last Updated	State
No Pathogen or Viral Vector registration forms have been filled out for this lab. Add a Viral Vector Form Add a Pathogen Registration Form			
No Pathogen or Viral Vector registration forms have been filled out for this lab. Add a Viral Vector Form Add a Pathogen Registration Form			

Biological Registration Documents

File Name	File Type	Description	Date uploaded	Submitted By
There are currently no files attached to this Lab -- <i>These files are uploaded materials. For accessibility concerns, please contact EHS</i>				

[Attach a New Document](#)

Certify

Certification Page

Biological Registration Wizard

Certify and Submit to the Institutional Biosafety Committee

Please read the following and Initial each section.

By signing this form you are agreeing to all of these statements and certifying that all of the information currently displayed in the Biological Registration section of your lab profile is accurate and complete to the best of your knowledge.

Please Initial using DC.

I hereby certify that the information provided in this form represents the current and planned activities in my lab. I am familiar with and agree to abide by the provisions of the current NIH Guidelines, the NIH Guide for Grants and Contracts, other specific NIH instructions pertaining to the proposed project: *

dc

a. I will not initiate recombinant/synthetic nucleic acid (rsNA) molecule activities subject to the NIH Guidelines, or research with pathogenic organisms until work has been reviewed and approved with the Institutional Biosafety Committee, or unless otherwise notified by the IBC/IBSO: *

dc

b. If applicable, I certify that registration with the CT Department of Public Health for work with Risk Group 2 or above human pathogens has been completed and is current: *

dc

c. I will ensure that those working in my laboratory will follow laboratory techniques and practices outlined in the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) and the Institutional Biosafety Manual, appropriate for the designated biosafety level and the activities conducted in my lab: *

dc

d. I attest that prior to the start of this project, all persons involved will be:

1. adequately trained in good microbiological techniques and practices,
2. instructed on any specific hazards associated with the project and worksite,
3. aware of any specific safety equipment and practices required for the procedures and use of the facilities,
4. familiar with appropriate emergency response procedures and reporting requirements (e.g., spills, accidental exposure, environmental release),
5. trained on the NIH Guidelines, and hazards associated with research involving rsNA,
6. trained on the Lab Specific Biosafety Manual, its contents, and where it can be accessed,
7. receiving appropriate safety trainings offered by EH&S

. *

dc

e. I certify that all shipping and transfer of biological materials is being conducted according to all applicable regulations and University policy: *

dc

f. I certify that research/teaching is being conducted according to the institutional policies and procedures administered by the IBC, EH&S, and OVPR: *

dc

g. I will follow applicable emergency response plans and inform the IBC and/or EH&S Office of any significant research-related accident or illness as soon as possible after its occurrence: *

dc

h. I will inform the IBC and/or EH&S Office of any significant changes to my research: *

dc

By clicking this button I, David J. Cavallaro, agree to all of the terms stated above.

Certify and Submit

Review and Approval Process

After submission, the registration status is now awaiting EHS Review. The IBC Coordinator will receive a notification to review the submitted Biological Summary / IBC Registration. Once the IBC Coordinator has reviewed the submission, it will be slated for IBC Review, where the Biosafety Officer will conduct their preliminary review. The PI will be notified of the status change via the Compliance Mailbox in HuskySMS.

PI and delegate will receive an email after the preliminary review to “Request Clarification/Modification”. This email will indicate the next steps of the review process and specify whether the registration requires full committee review at the next IBC meeting, or if it can be administratively approved by the Biosafety Officer.

Status updates can also be found in the “Bio” page. The Bio Profile (see screenshot below) provides a brief overview of the lab’s biological summary. To get here, click the (+) next to your lab to initiate the drop-down menu, and click “Bio Summary”. From here, you can navigate to the Biological Summary, and make changes to the Project Form, Material Data Entry, or Material Surveys as needed.

The screenshot displays the UConn Institutional Biosafety Committee (IBC) Bio Profile page for the Cavallaro Environmental Lab. The page is divided into several sections:

- Navigation Menu (Left):** Includes links for Facilities Management, Research Management, Inspections, Cavallaro Environmental Lab, View Lab Profile, Compliance Dashboard, Manage Members, Send Lab Message, View Lab Spaces, Bio Summary (highlighted), Self Inspections, Manage Lab Forms, Radiation Safety Laboratory, UConn IBC, Biologicals, Research Tools, Training, and My Account.
- Bio Profile Header:** Shows the lab name 'Cavallaro Environmental Lab Biologicals' and a warning message: 'There are changes to the biological usage summary that have not been certified. Please notify the PI when all changes are ready to be submitted for review. View changes since 01/13/2021'. Below this is a link to 'Amendment Summary'.
- Summary Section:** Contains a table of biological materials and a 'View or Update Biological Usage Summary' link.

	Number
Projects	1
Viral Vector Forms	0
Pathogen Forms	1
Cell Lines	2
Tissues	1
Plants	0
Microbes	7
Biological Toxins	1
rDNA	2
- Biological Materials Section:** Lists materials under 'Primate Materials' (Human Body Fluids, Human Cell Lines, Human Tissues), 'Non-Primate Materials' (Arthropods, Lab Animal Cell Lines (Non-Primate), Lab Animal Tissues (Non-Primate), Lab Animals (Non-Primate), Non-Pathogenic Microorganisms, Pathogenic Microorganisms), and 'Other Biological Source Materials' (Biological Toxins, Recombinant or Synthetic Nucleotides, Select Agent Biological Toxins, Viral Vectors).
- Registration Summary Section:** Shows the submission status as 'Awaiting IBC Review' (change status). It includes dates for Registration Started (09/01/2020), PI Last Certified (01/13/2021), Registration Approved (09/18/2020), Research Last Confirmed (01/13/2021), and Next Review Date (09/18/2023). A link to 'Download PDF | View' is provided.
- Submission Requests Section:** Includes links for 'Request Clarification/Modification', 'Submission Request/Reminder', 'Delegate to a Lab Member', 'Request PI Certification', and 'Last Request Sent: 09/28/2020 View All Past Requests'.

Reviewer Notes Functionality

For streamlined review of the registration, the tool bar at the bottom of the Biological Summary provides the functionality for EHS and the IBC to “Add Notes”, “View Open Notes” and “View Resolved Notes”. EHS will send notes to the PI/delegate for clarification. Below is a screenshot of what a biological summary might look like, with the Reviewer Notes section open at the bottom of the screen.

A red circle will be found next to “View Open Notes”, which indicates how many comments were made by EHS and the UConn IBC.

Directions to View Open Notes: Easily navigate to review notes that have been added, and make the required changes.

1. The Area column contains links to the section associated with the open note. Selecting the applicable area will bring you to the highlighted area of the biological summary where revisions are requested.
2. Clicking “Resolve” next to the note will move it to the resolved notes tab and allows the individual who resolves the note to add a comment on how it was addressed.

HuskySMS | Safety Management System
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Welcome, Danielle T. Delage
Home | Support | Logout

View | Edit | Dashboard | Members | Bio | Training

Bio | **Biological Summary** | Projects | Cell Lines | Tissues | Plants | Microbes | Biological Toxins | rDNA | NIH Guidelines

Cavallaro Environmental Lab Biological Summary

Certifying changes for a Registration which is currently Awaiting IBC Review may interrupt the IBC Review Process, and will move your Registration from Awaiting IBC Review to Awaiting EHS Review. Please only submit changes in these cases when absolutely necessary.

⚠ There are changes to the biological usage summary that have not been certified. Please notify the PI when all changes are ready to be submitted for review. [View changes since 01/13/2021](#)

To view all changes to this biological usage summary since last approval, view [Amendment Summary](#).

This is a current summary of the lab's biological usage. This information may not have been reviewed and certified.
To view the most recent certified registration, [click here](#)

Use to identify changes: Since Last Approved ▾

View Open Notes
Contact Coordinator and Complete Review

Type	Area	Note	Created	Visibility	Action
EHS	General	Test	05/14/2021 - 10:16am - Delage, Danielle	Reviewers & Document Owners	Edit Resolve Remove
EHS	Researchers	Personnel must complete applicable EHS trainings.	05/14/2021 - 10:16am - Delage, Danielle	Reviewers & Document Owners	Edit Resolve Remove

Add Note | **View Open Notes 2** | View Resolved Notes

View Resolved Notes: To review an archive of past notes and comments that have been addressed.

The screenshot displays the 'Cavallaro Environmental Lab Biological Summary' page. The left sidebar contains a search bar and a list of navigation items: Facilities Management, Research Management, Inspections, Cavallaro Environmental..., Radiation Safety Laboratory, UConn IBC, Biologicals, Research Tools, and Training. The main content area shows a 'Biological Summary' with a warning about certifying changes and a table of resolved notes. The 'View Resolved Notes' section is highlighted with a red box at the bottom of the page.

Type	Area	Review Note	Created	Comment	Resolved	Visibility
EHS	General	Looks Great!	09/18/2020 - 10:48am - Cavallaro, David	yes it does look great!	09/18/2020 - 10:59am - Cavallaro, David	Reviewers
EHS	General	Test open notes	09/28/2020 - 10:24am - Delage, Danielle	Done	09/28/2020 - 10:28am -	Reviewers & Document Owners

Amendments

After the Biological Summary / IBC Registration is approved, the PI can still submit changes to their registration. If the PI or a delegate would like to update this information, they can select the appropriate category within the biological summary (Projects, Cell lines, Microbes, rDNA Materials). Once an amendment has been made, select the link for “View or update Biological Usage Summary” to Certify the Amendment and resubmit it for review. **If it is not certified and submitted, the IBC will not receive notification that changes have been made, and it will not move forward for approval.**

Amendment Review

After the amendment is submitted, the status of the Biological Summary / IBC Registration will then change to “Amendment Awaiting Review,” at which time the process of the IBC Coordinator and Biosafety Officer review/IBC approval will be repeated as needed.