# Institutional Biosafety Committee (IBC)

## **Registration and Protocol Submission Flow Chart**

[Diagram Version of IBC Registration and Protocol Submission Flow Chart (PDF)](https://umaine.edu/research-compliance/resource/ibc-submission-flow-chart-diagram/)

### Are you working with biological materials of *any* kind? (including but not limited to: Biosafety Level 1 [BSL1] or higher, DNA, and/or infectious agents)

#### If *yes* to Question 1:

##### Submit IBC Registration Form for IBC records and lab inspections. Formal IBC approval is not required for IBC Registration. Re-submit any time info changes and renew annually; *and*

##### Proceed to [Question 2](#_Does_your_work) to determine if IBC Protocol Form submission and any other research approvals are required.

#### If *no* to Question 1: No submission to IBC is required.

### Does your work involve ***any*** of the following? –

* **Non-exempt rDNA work**
* **Non-exempt work that is BSL2 or higher**
* **Animals\***
* **Human cells/cell lines\*\***

#### If *yes* to one or more of the work areas listed in Question 2:

##### Submit an IBC Protocol Form for IBC approval (*in addition* to IBC Registration Form). Re-submit with any amendments and submit renewal form every 3 years for ongoing work. Contact IBC for more information.

##### \*If your work involves *animals*: Institutional Animal Care and Use Committee (IACUC) Protocol approval *may* be required *in addition* to IBC Protocol approval. Contact IACUC for more information.

##### \*\*If your work involves *human cells/cell lines*: Institutional Review Board (IRB) Application approval *may* be required *in addition* to IBC Protocol approval. Contact IRB for more information.

#### If *no* to Question 2 (i.e., your biological work does *not* involve *any* of the listed work areas), you are *not* required to submit an IBC Protocol Form. Please contact IBC with any questions.

## See the [IBC Website](https://umaine.edu/research-compliance/biosafety/) for more information. Contact [umric@maine.edu](mailto:umric@maine.edu) with any further questions.