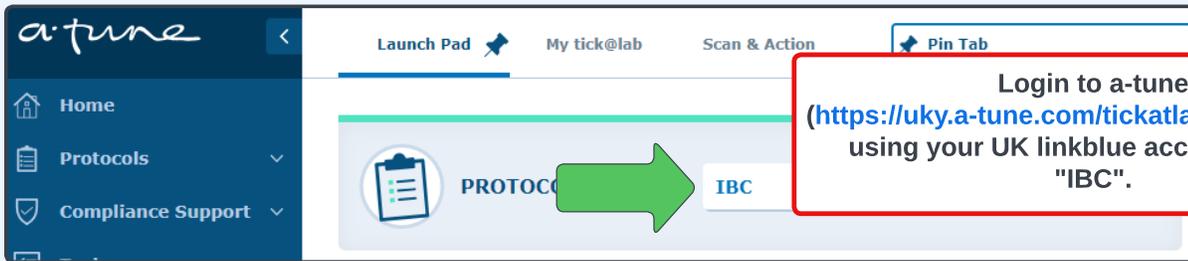


HOW-TO: Closure of an IBC Protocol

If you have ceased all work with biohazardous material(s) described in an IBC protocol and you have no intention to continue this work, you should "Close" your IBC protocol. Please read below for instructions.



FILES

+ New Export to Excel

Documents are organized into files. (s) stored in the file.

No. of entries: 1

IBC#	File title	File created	File status	Last file status change	Expiration date	Document status
IBC-24-364	Testing	26-Mar-2024	Approved	27-Mar-2024	27-Mar-2027	Approved

No. of entries: 1

Under "Files", select your IBC protocol you wish to close from the list.

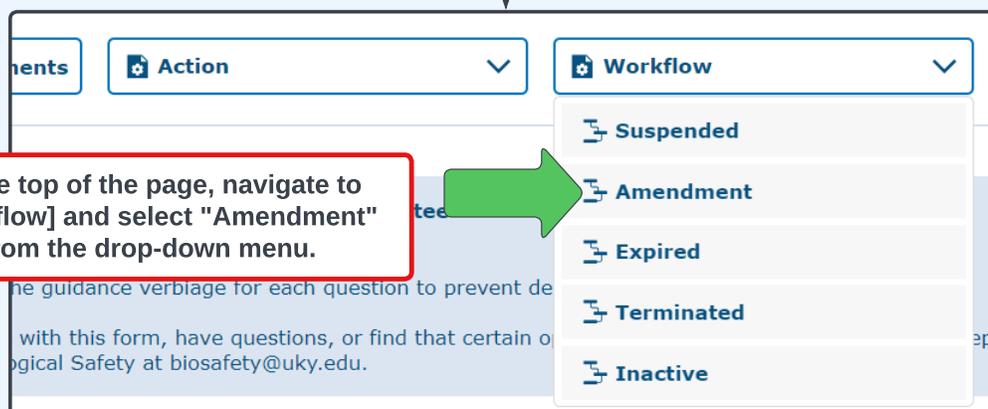
No. of entries: 1

IBC#	File title	File created	File status	Last file status change	Expiration date	Document status
IBC-24-364	Testing Email	26-Mar-2024	Approved	27-Mar-2024	27-Mar-2027	Approved

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
Testing	4.0	27-Mar-2024	27-Mar-2024	Approved	27-Mar-2024	Mazzetti, Delena W.

Click on the "Document Title" with the most recent Version number and "Document Status" of Approved to open the IBC Protocol.



HOW-TO: Closure of an IBC Protocol

A pop-up will appear. The "Comment" field can be left blank or a brief explanation of the Amendment can be added. Click [OK] when done.

**Ensure your browser's popup blocker is turned off.

Comment:

Effective date*: 27-Mar-2024

← Back to overview | Review | Attachments | Action | Workflow

Training
Plants
Animal Research
Biological Toxins
Infectious Agents
Recombinant and/or Synthetic Nucleic Acid Materials
Human Clinical Trials
Cell Lines
Disinfectants, Emergency Response, Transport, Waste
Locations
Permits
Scientific Summary
NIH Guidelines and Other Applicable Regulations
PI Certification
Amendment

Complete this tab only when an approved protocol is submitted with amendments (including amendments submitted as part of an Annual Review).

AMENDMENT

Please select the type(s) of modification you are making in this amendment from the list below.

What modifications are you making to this IBC protocol registration? (*)
Please select the type(s) of modification you are making from the list below.

- Administrative Information
- Biological
- Cells or
- Genetic
- Laboratory Location(s)
- Laboratory or Greenhouse procedures
- Manipulations planned
- Questionnaires used in research

Be sure to complete the "Amendment" tab near the bottom of the Tab menu on the left.

In the "Amendment" section, mark the "Protocol Closure" checkbox.

← Back to overview | Review | Attachments | Action | Workflow

Training
Plants
Animal Research
Biological Toxins
Infectious Agents
Recombinant and/or Synthetic Nucleic Acid Materials
Human Clinical Trials
Cell Lines
Disinfectants, Emergency Response, Transport, Waste
Locations
Permits
Scientific Summary
NIH Guidelines and Other Applicable Regulations
PI Certification
Amendment
Protocol Closure
Workflow History
IBC Review

Complete this tab only when an approved protocol is to be closed.

PROTOCOL CLOSURE

Please read each statement carefully.

If you are no longer doing any work with biohazardous materials as described in this IBC protocol and you check each box indicating that you agree.

- All work with infectious agents, human or non-human primate derived materials, and/or recombinant Research Involving Recombinant or Synthetic Nucleic Acid Molecules is immediately suspended. This includes work with nucleic acids exempt from the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules.
- I understand that all biohazardous materials described in this IBC protocol must be properly secured and biohazardous waste must be properly decontaminated. Successful completion of a biosafety laboratory inspection with UK Office of Biological Safety staff is required.
- I understand that closing my IBC protocol does not waive any responsibilities for other registrations. This includes the following:
 - UK Radiation Safety Committee
 - UK Institutional Animal Care and Use Committee
 - UK Institutional Review Board
 - External or internal funding agencies, sponsors, or currently held grants
 - Agencies requiring permits for held materials, including CDC, APHIS or EPA
- I understand that in the event that verification of IBC protocol approval is requested by any competent authority, I will report that IBC approval has been suspended.
- I understand that it is my responsibility to complete the IBC registration process for work with biohazardous materials. If found to be working with these materials during the suspended period, this violation of the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules and the UK Biosafety Committee and Vice President for Research and may result in suspension of my research.

Navigate to the "Protocol Closure" tab on the left menu. Complete the section.



HOW-TO: Closure of an IBC Protocol

← Back to overview Review Attachments **Action** Workflow

Policy

General Information Ibc.TabHelpText.GeneralInforma

Personnel

Training

Plants

Animal Research

TITLE

Ibc.HelpText.Title.Label

Document Title: Title c

- Save & Check-in
- Save**
- Save New Version
- Print PDF
- Compare version
- Validate & Save

Once the "Protocol Closure" section is complete, navigate to [Action] at the top of the page and click "Save".

IBC: IBC-24-201 "IBC Training Protocol Example", (v.1.0), Initiated/Draft

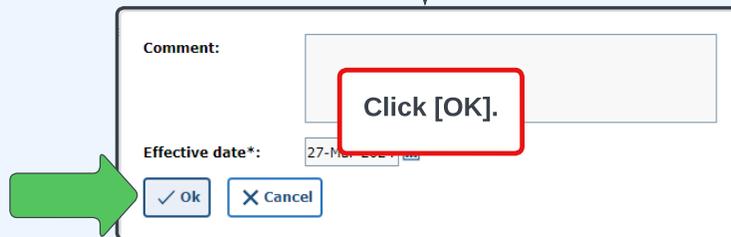
← Back to overview Review Attachments **Action** **Workflow**

Policy

General Information University of Kentucky Institutional Biosafety Committee Biosafety Protocol Registration

- For Signature**
- Inactive

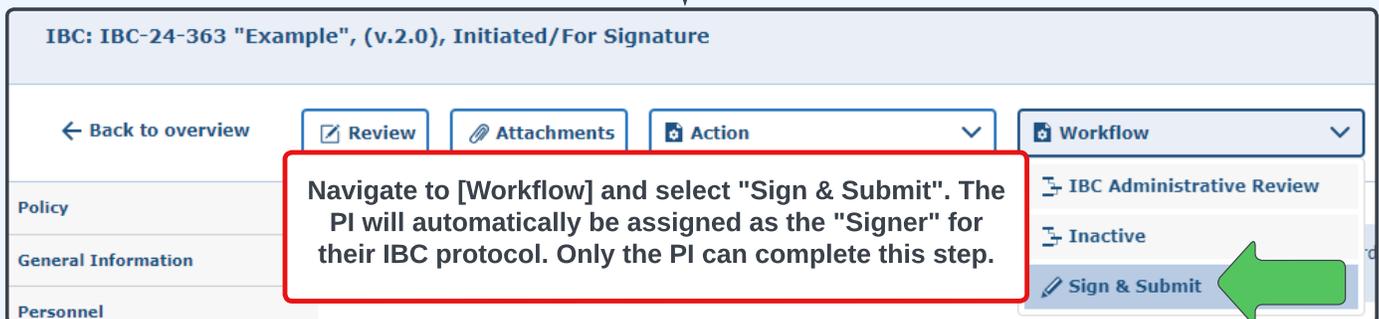
When ready to submit, navigate to [Workflow] and select "For Signature".



Comment:

Effective date*: 27-M...

Click [OK].



IBC: IBC-24-363 "Example", (v.2.0), Initiated/For Signature

← Back to overview Review Attachments **Action** **Workflow**

Policy

General Information

Personnel

- IBC Administrative Review
- Inactive
- Sign & Submit**

Navigate to [Workflow] and select "Sign & Submit". The PI will automatically be assigned as the "Signer" for their IBC protocol. Only the PI can complete this step.

NEXT →

HOW-TO: Closure of an IBC Protocol

IBC Protocol Submission Certification

- To the best of my knowledge, I affirm that all information contained herein is accurate and complete.
- I agree to comply with federal, state, and university requirements pertaining to handling, shipment, transfer, and disposal of biological materials.
- I agree to accept responsibility for the training of all personnel involved in this research and that all personnel have been trained and made aware of the risks involved.
- I affirm that I am aware of the NIH Guidelines and the BMBL and will follow appropriate biosafety level laboratory techniques in the research.
- I understand that all significant changes in agents, procedures/practices, and facilities must be reported in writing to the IBC and that IBC approval shall be obtained prior to implementation of these changes.
- I understand that unauthorized use of recombinant DNA, microorganisms, select agents, biological toxins, regulated and particularly hazardous chemicals, or deviation from an approved IBC protocol may result in the suspension of research privileges and/or disciplinary action.
- I agree to notify the IBC through the Biological Safety Officer as soon as possible and within 30 days of any significant problems, violations, or any research-related accidents and/or illnesses to the Biological Safety Officer.

Sign of: IBC-24-201(2.0)

SIGNATURES			Signed
Name	Comment		
Mazzetti, Delena W.			

Comment

In the pop-up window, add any necessary comments (not required), and select [Sign].

Success! You have submitted your IBC protocol Amendment to close your IBC protocol. IBC Administrators are automatically notified via email, and will be in contact to process the closure.

a-tune Tips & Tricks

Tables

1. To add a row to a table, click the [+] icon.

No. of entries: 0

	Animal Host Species	Gene
No rows added		

2. A pop-up will appear, complete each field as applicable and click [Apply].

New Close window X

Animal Host Species:

Genus and Species of Inserted Nucleic Acid:

Gene Name:

Gene Abbreviation:

Function of Gene Sequence:

3. Rows can be Edited, Added, Deleted, or Copied (respectively).

Buttons for table actions:

- Add Row (+)
- Copy Row (📄)
- Edit Row (🖋️)
- Delete Row (🗑️)

No. of entries: 1

	Animal Host Species	Genus and Species of Inserted Nucleic Acid	Gene
<input type="button" value="edit"/> <input type="button" value="+"/> <input type="button" value="trash"/> <input type="button" value="copy"/>	Mouse	Mus musculus	exam

No. of entries: 1



HOW-TO: Closure of an IBC Protocol

a-tune Tips & Tricks

Required Questions

The following activities apply to this IBC protocol registration: (*)

- Animal work (breeding, surgeries, etc.)
- Bacterial culture
- Cell culture

Any question with an asterisk (*), is a required question.

Required questions must be answered in order to submit the protocol.

Searching & Selecting Personnel

1. To search for and select Personnel, type their name and click [Apply filter].

2. If a User is in the system, their name will appear here. Click the User's name.

3. The selected User's name will appear here. Multiple Users can be added.

Personnel Selection

✓ FILTER & SEARCH

Click a team to show the list of team members. Selection of the root-node "Teams" selected team (or within all users).

Name: ?

> Teams

Hayman, Robert W.

Hayman, Robert W.

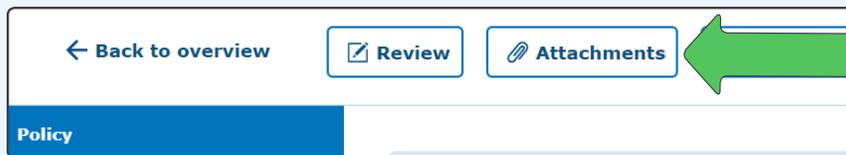
4. Click [Apply current selection].

NEXT 

HOW-TO: Closure of an IBC Protocol

a-tune Tips & Tricks

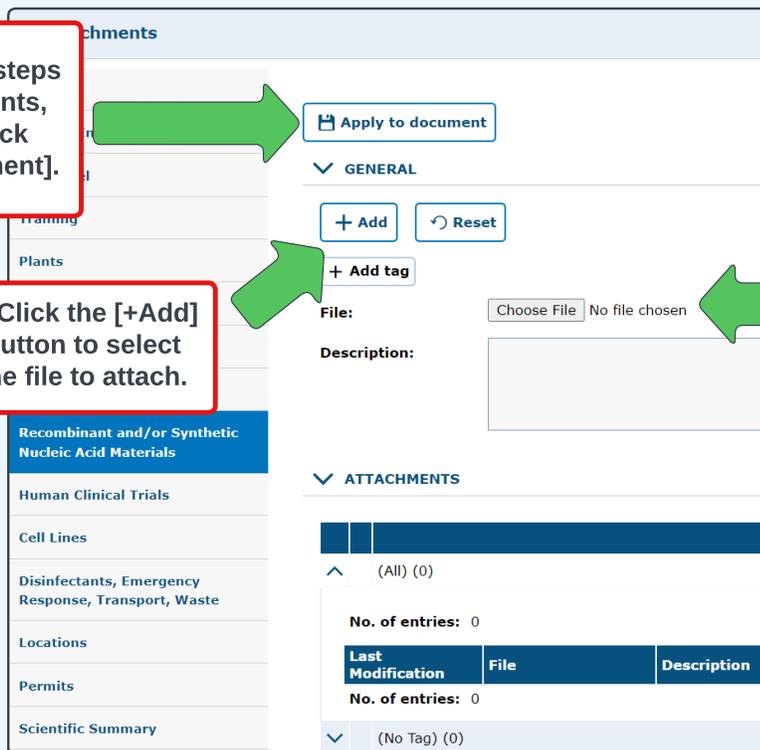
Attachments



1. To attach files, select [Attachments] at the top of the page.

4. Repeat these steps for all attachments, when done click [Apply to Document].

3. Click the [+Add] button to select the file to attach.



2. A new window will open. Select the Tab you want to attach a file to on the left. Click the [Choose File] button to select the file to attach.



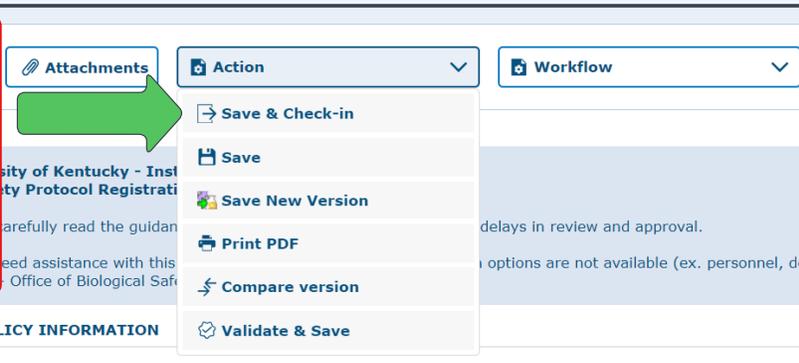
HOW-TO: Closure of an IBC Protocol

a-tune Tips & Tricks

Document Check-In & Check-Out

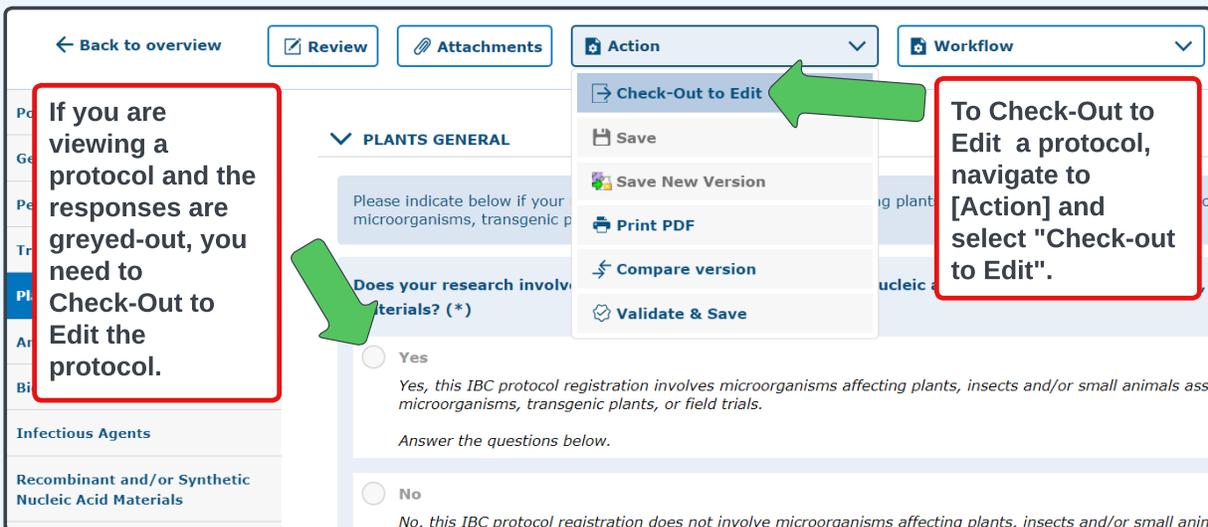
In a-tune, protocol files can be Checked-In and Checked-Out, similar to Library Books, so that only one User can actively edit the protocol. This prevents two Users from working in the protocol at the same time and saving over each other's work. If two(+) Users need to work on a protocol, then the Check-In and Check-Out feature will be important to familiarize yourself with below.

If you are editing a protocol and need to Check-In the document, navigate to [Action] and select "Save & Check-in" to allow another User to Check-Out and edit the protocol.



If you are viewing a protocol and the responses are greyed-out, you need to Check-Out to Edit the protocol.

To Check-Out to Edit a protocol, navigate to [Action] and select "Check-out to Edit".



A Red-Arrow-in-a-Box symbol means the Document is already Checked-Out by another User. You cannot make edits until it is Checked-In.

Document title	Version
Testing	1.0

When you Checked-Out a Document, this Green-Arrow-in-a-Box symbol will appear. This means that you are the only User that can edit the document right now.

Document title	Version
Testing	1.0