

MAY 2007

DELINQUENT IBC REGISTRATION PROCEDURE

Your pending IBC registration has been delinquent for more than 60 days. As a result, your registration has been placed in a holding status and will remain so until the Principal Investigator (PI) notifies the IBC to act in one of the following ways:

- 1) Withdraw the previously submitted IBC registration if the proposed work scope is no longer necessary or active.
- 2) Fulfill the committee's requests for additional information in an effort to obtain IBC approval to proceed with the proposed research.

Should the registration continue to remain in a holding status for a period not to exceed 30 days, and the PI fails to notify the IBC of the registration's status, the proposed registration will be withdrawn from the IBC record. Should the PI want to register the work after this time, the IBC registration process will need to be initiated by filing a new registration document.

In conjunction with NIH rDNA guidelines, it is the policy of the NCI-Frederick (NCI-F) that all work with recombinant DNA, pathogens, other potentially infectious materials, as well as transgenic or genetically modified animals be registered with the IBC prior to the initiation of work. NCI-F Policy and Procedure #604, approved on April 13, 2007, clearly defines the requirement for “ all laboratories handling non-clinical and clinical “research scale” work at the National Cancer Institute at Frederick with known or suspected pathogens, toxins, recombinant DNA, Select Agents and other biological materials, and other potentially infectious material (OPIM).” In accordance with the IBC Charter, approved May 2007 “the IBC reserves the right to recommend that management suspend research activities in laboratories which are non-compliant with the NIH rDNA guidelines and/or have not successfully satisfied the IBC registration requirement for research involving rDNA, pathogens, oncogenes, human material or other potentially infectious materials, and toxins, as well as transgenic or genetically modified animals.”

After receipt and review of this document, please complete the acknowledgement below and return to the biosafety office, Building 426, Room 118.

If you have any questions regarding this matter, please feel free to contact Cara Leitch (x7299) or Theresa Bell (x5038) for assistance.

Principal Investigator Acknowledgement

I have read and understand the above statements and agree to comply with the requirements stated herein as they pertain to my research.

Signature

Date

Printed Name