



IBC SOP:	Statement on Recordkeeping and Record Retention	
SOP#1000.00	IBC Approval: 6/26/2024	IO Approval: 6/27/2024

10.0 IBC Records

10.1 Office of Research Compliance

The Office of Research Compliance (ORC) is responsible for maintaining:

- NIH/OSP registration and annual reports to agencies
- Updated membership roster
- Agenda for convened monthly meetings
- Minutes of IBC meetings, including member attendance, vote counts, and minority views of IBC members
- Documentation of permits reviewed by the IBC, and proposed changes/amendments to permits
- Member training logs and their Curriculum Vitae/Resume

10.2 Office of Research Compliance will:

- Send all correspondence pertaining to permits including notifications, approval letters and compilation packets of approved permits
- Participate in annual facility inspections with Environmental Health Safety (EHS) and provide corrective action plan. Follow up with identified deficiencies.
- Provide information to university records officer and advise on redactions as necessary. Per NIH regulations minutes may be redacted if there are privacy or proprietary concerns. Redactions may include, but are not limited to, trade secret information, confidential commercial information, home telephone numbers and home addresses of IBC members, and specific information whose disclosure would directly compromise institutional or national security.

10.3 All records are to be kept for a minimum of five years (5) or as directed.

- It is suggested that documentation be kept in a secure cloud drive and/or backed up appropriately.

10.4 Principal Investigator

Principal Investigators are required to:

- Submit applications for IBC permits and obtain approval prior to start of work
- Keep copies (digital or paper) of all IBC-related documents for a period of five (5) years after the termination of a permit
- It is suggested that documentation be kept in a secure cloud drive and/or backed up appropriately.
- Provide all records for inspection as requested
- Maintain and provide access to all lab members the laboratory Biosafety Plan and maintain this copy in the laboratory
- Provide appropriate training to all research personnel and maintain documentation
- Give access to laboratory Biosafety Plan and relevant documents

- Ensure timely response to all communications from ORC
- Submit annual renewals in timely manner
- Report any adverse events promptly

References:

<https://osp.od.nih.gov/policies/biosafety-and-biosecurity-policy/faqs-about-ibc-meetings-and-minutes/>

History:

Version 01 - Initial Approval: 6/7/2022; IO Approved: 6/6/2023

Version 02 – 06/26/2024; IO Approved: 06/27/2024