

SOP Number: IBC-PP-032

Title: Policy on Expiration Dates for IBC Applications

Effective Date: November 17, 2010

Revision Number 1: 7/28/15/Approved 9/16/2015

Purpose

The purpose of this document is to describe the implementation of expiration dates on:

1. active IBC applications;
2. IBC applications approved but pending final release due to contingencies
3. Recombinant/synthetic nucleic acid molecule research registered as III-E per the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*

Background

On November 17, 2010, the Mississippi State University Institutional Biosafety Committee voted to place expiration dates on IBC applications. The MSU IBC's decision to change from an indefinite application approval period to a 5 year approval period is based on a number of surveys conducted on US IBCs as well as standard practice by MSU's IACUC and IRB and some issues that arose out of a Post-approval Monitoring (PAM) review. This new policy will keep the IBC informed of the current status of projects; ensure continued compliance with federal, state and institutional requirements; and provide for reevaluation of biohazardous materials at appropriate intervals.

Update: On August 19, 2015, the Mississippi State University Institutional Biosafety Committee voted to place expiration dates on Section III-E registration documents.

Procedure

1. The IBC has noted that protocols tend to become 'out of date' regarding research goals, personnel and locations after a period of several years despite submission of annual update/modification forms. To resolve this issue, the IBC voted to set an expiration date for all approved applications of 5 years from the date of approval. This decision will retroactively apply to all active applications.
2. For all applications currently older than 5 years (2005 and earlier), a 3 month grace period will be provided to allow adequate time for re-submission. PIs with expired IBC applications will have 3 months from date of notification to resubmit for resubmission. For those PIs that fall into this category, the BSO will contact each one to provide assistance with procedures and timelines.
3. All other active IBC applications will have an expiration date of 5 years after the initial approval date added to the application. Courtesy reminders will be sent out at least 3 months in advance to give ample time to resubmit.

4. Applications that have been reviewed and approved by the IBC but are pending the release of the approval letter due to contingencies will expire 6 months after the date of the initial IBC review. The Principal Investigator will be required to resubmit a new application.
5. Section III-E registration documents submitted after August 19, 2015 will have a 5 year expiration date after the initial approval date. Reminders will be sent out at least 3 months in advance of that expiration date.

Reviewed by:

Biological Safety Officer

Date

Approved:

IBC Chair

Date