

ORC USE ONLY

BUP #:

Date Received:

Renewal #:

Annual Renewal
of
Non-Exempt Biohazardous Use Protocol for
Research, Testing, or Teaching
or
Exempt Biohazardous Use Protocol for Research,
Testing, or Teaching



Instructions and Certifications (Failure to follow may result in a delay in processing)

Complete this form if the research, testing, or teaching is **not changing** from the initial Biohazardous Use Protocol (BUP).

If the research, testing, or teaching has **major or minor changes**, complete the form entitled "Amendment to Biohazardous Use Protocol for Research, Testing, or Teaching or Exempt Biohazardous Use Protocol for Research, Testing, or Teaching," instead.

By signing this Annual Renewal of Biohazardous Use Protocol for Research, Testing, or Teaching or Exempt Biohazardous Use Protocol for Research, Testing, or Teaching ("Annual Renewal"), all Principal Investigators (PIs), co-PIs, and personnel (collectively, "Researchers") or Instructors, as applicable, certify the following:

1. CITI Training "Initial Biosafety Training - Basic Course" has been completed and is current (expires after three years);
2. Have enrolled in or opted-out of the Occupational Health and Safety Program (OHSP) (annual requirement);
3. Have read and understood the information provided in the BUP sections entitled "Risk Assessment," "Medical Assessment," and "Medical Treatment" about the risks to personnel; as appropriate, have consulted and reviewed information about risks and biosafety practices and procedures as set forth in the CDC *Appendix A: CDC Guidance and Information on Microorganisms, NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* (NIH Guidelines), American Biological Safety Association (ABSA) Risk Group Database, Biosafety in Microbiological and Biomedical Laboratories (BMBL), CDC Index Search, or other relevant sources;
4. Have read and understood the "Responsibilities of the Principal Investigator" as set forth in TAMUCC Rule 15.99.06.C1;
5. Have read and understood the laboratory's standard operating procedures and/or biosafety manual; will implement and maintain required records of activities;
6. Have read and reviewed this Annual Renewal; any applicable supporting documentation or third-party approval has been obtained from the appropriate authority and has been included as an attachment to the Annual Renewal (e.g., biosafety manual, permit, grant, institutional approval, third party permission, etc); have signed the Annual Renewal electronically;
7. Have submitted the Annual Renewal a **minimum of thirty (30) days in advance** of the BUP's expiration date; and
8. Will submit a Completion Report at the conclusion of research, testing, or teaching under this Annual Renewal.

After completing the foregoing, submit the Annual Renewal with supporting documentation via email to:

IBC@tamucc.edu

BUP #: Approval Date:

Principal Investigator or Instructor

Name:

Office Address
(Building and Room):

Email:

Phone:

Emergency Phone:

Laboratory location
(Building and Room):

Emergency Contact
Name:

Emergency Contact
Phone:

Co-Principal Investigator or Instructor

Name:

Office Address
(Building and Room):

Email:

Phone:

Laboratory location
(Building and Room):

Co-Principal Investigator or Instructor

Name:

Office Address
(Building and Room):

Email:

Phone:

Laboratory location
(Building and Room):

BUP Status

Indicate the current status of the research, testing, or teaching under the BUP.

- Active.
- Inactive (e.g., project initiated but currently inactive, project never initiated, initiation pending award, etc).

Applicability of Annual Renewal

If any question is answered "**yes**," complete an Amendment, instead.

Has the laboratory location(s) changed since the approval of the BUP? Yes No

If applicable, has the funding source changed since the approval of the BUP? Yes No

Has the BUP's objective(s) changed since its approval? Yes No

Does the research, testing, or teaching generate more than 10 liters of culture at one time? Yes No

Have the procedure(s) or the biohazardous material(s) changed since the approval of the BUP? Yes No

Has the use of recombinant or synthetic nucleic acid molecules changed since the approval of the BUP? Yes No

Has the use of live animal subject(s) with the biohazardous material(s) changed since the approval of the BUP? Yes No

Has the use of human subject(s) with the biohazardous material(s) changed since the approval of the BUP? Yes No

Has the use of plants with the biohazardous material(s) changed since the approval of the BUP? Yes No

Has the use of viral vectors changed since the approval of the BUP? Yes No

Is there a change in personnel (e.g., addition, removal)? Yes No

Adverse Event(s)

Answer required. Indicate "none," if applicable.

Provide any unanticipated or anticipated adverse event(s) here.

Explain how the event(s) was managed or resolved; include preventative procedure(s) implemented.

Researcher or Instructor Signatures

By signing this Annual Renewal, the Researcher(s) or Instructor(s), as applicable, certifies that he/she has read and understood the requirements and responsibilities set forth in the section entitled "Instructions and Certifications" in relation to the research, testing, or teaching. In addition, the Researcher(s) or Instructor(s) certifies that he/she will abide by any and all applicable federal, state, and/or institutional regulations, including any requirements from the Institutional Biosafety Committee (IBC), Environmental, Health and Safety (EHS), and/or the Office of Research Compliance (ORC).

Principal Investigator or Instructor

Name:

Signature:

Date:

Co-Principal Investigator or Instructor

Name:

Signature:

Date:

Co-Principal Investigator or Instructor

Name:

Signature:

Date:

IBC Approval

Name:

Signature:

Date: