



IBC SOP:	Statement on Recordkeeping and Record Retention	
SOP#1000.00	IBC Approval: 6/7/2022	IO Approval: 6/6/2023

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.

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

History:

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