**IMPORTANT NOTE:** In accordance with the NIH Guidelines, the UT Arlington Institutional Biosafety Committee (IBC) is required to conduct periodic review of approved recombinant or synthetic nucleic acid molecule/transgenic animal protocols. This is accomplished through submission of the Triennial Report, **due before the 3-year anniversary date of original IBC approval of your study.**

**UTA complies with the following Regulations and Guidelines:**

[NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](https://osp.od.nih.gov/biotechnology/nih-guidelines/)

[CDC’s Biosafety in Microbiological and Biomedical Laboratories](https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Fbmbl5%2Findex.htm)

[UTA’s Biosafety Manual](https://www.uta.edu/campus-ops/ehs/biological/docs/biosafety-manual.pdf)

**INSTRUCTIONS:**

Please submit the completed Triennial Report to the Office of Regulatory Services at [regulatoryservices@uta.edu](mailto:regulatoryservices@uta.edu) or [ibc@uta.edu](mailto:ibc@uta.edu).

If you have any questions, please contact Office of Regulatory Services at 817-272-3723 or visit the website: <https://resources.uta.edu/research/regulatory-services/rdna-ibc/index.php>.

**General Information**

**IBC Protocol #** **Original Approval Date**

**Principal Investigator** **Dept**

**E-Mail** **Phone (Office)** **Box #**

**Project Title**

**Section A: Status Report**

**During the past 3 years (check one):**

The study was not active and no experiments or work was conducted with recombinant or synthetic nucleic acid molecules or transgenic animals. *Check the appropriate box below under “For the next 3 years,” then skip to Section C.*

The study was active. *All sections must be completed.*

The research completed on . Please close out protocol. *All sections must be completed.*

**For the next 3 years (check one, if applicable):**

This research will continue **without** change. *All sections must be completed.*

This research will continue **with** change. *All sections must be completed. In addition, complete the*

*Amendment to IBC Protocol Form to submit with this report.* The following items require

submission and approval of an amendment before initiation:

* + 1. A change in host or vector.
    2. A change in the donor species or nature of the DNA segment selected.
    3. A change of project title.
    4. A change in funding agency.
    5. Additional rDNA experiments/procedures.
    6. A change in the location of work/experiments.
    7. A change of the Principal Investigator. (Request for change of protocol personnel should be

submitted via email to [regulatoryservices@uta.edu](mailto:regulatoryservices@uta.edu) or [ibc@uta.edu](mailto:ibc@uta.edu).)

**Section B: Progress Report**

Please provide a summary of the project’s progress to date in language that a layperson could understand, avoiding jargon and specialized terminology. Please indicate the Biosafety Level (1 – 4) of the laboratory where work is conducted. In addition, please attach a current laboratory floor plan indicating the location of hazardous materials, laboratory benches, desks, hoods, fire extinguishers, spill control supplies, etc. If plasmid work been conducted, submit a [Plasmid Table](https://mavsuta-my.sharepoint.com/:w:/r/personal/kmorning_uta_edu/Documents/Regulatory%20Services%20OneDrive%20(K%20Drive%20Files)/IBC/IBC%20Forms/Current%20Forms/Plasmid%20Table%20Form_%20Nov%202023.docx?d=wd86c4231785e4af280ba7f2cddb0cde9&csf=1&web=1&e=u0QQtC) as an attachment.

**Section C: Training**

In accordance with the *NIH Guidelines*, the Principal Investigator is responsible for training all personnel involved in the proposed project in matters of potential biohazards, relevant biosafety practices, techniques, laboratory emergency procedures, and the biology of the organisms used in the experiment(s). Training documentation must be made available

to the IBC or Environmental Health & Safety as requested. Please describe how you have and will continue to fulfill this responsibility of conducting and documenting (dates, attendees, topics) training for all lab personnel.

**Section D: Assurance and Signature**

For active and/or continuing protocols, **I certify** that the use of recombinant or synthetic nucleic acid molecules or transgenic animals has been and/or will be in accord with NIH’s *Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*, CDC’s *Biosafety in Microbiological and Biomedical Laboratories*, and UTA’s *Biosafety Manual*. **I further certify** that no significant change in this protocol will be implemented without prior IBC approval.

I have attached a copy of a current laboratory floor plan.

Signature of Principal Investigator Date