

**Guide to BioRAFT  
Research Management System**

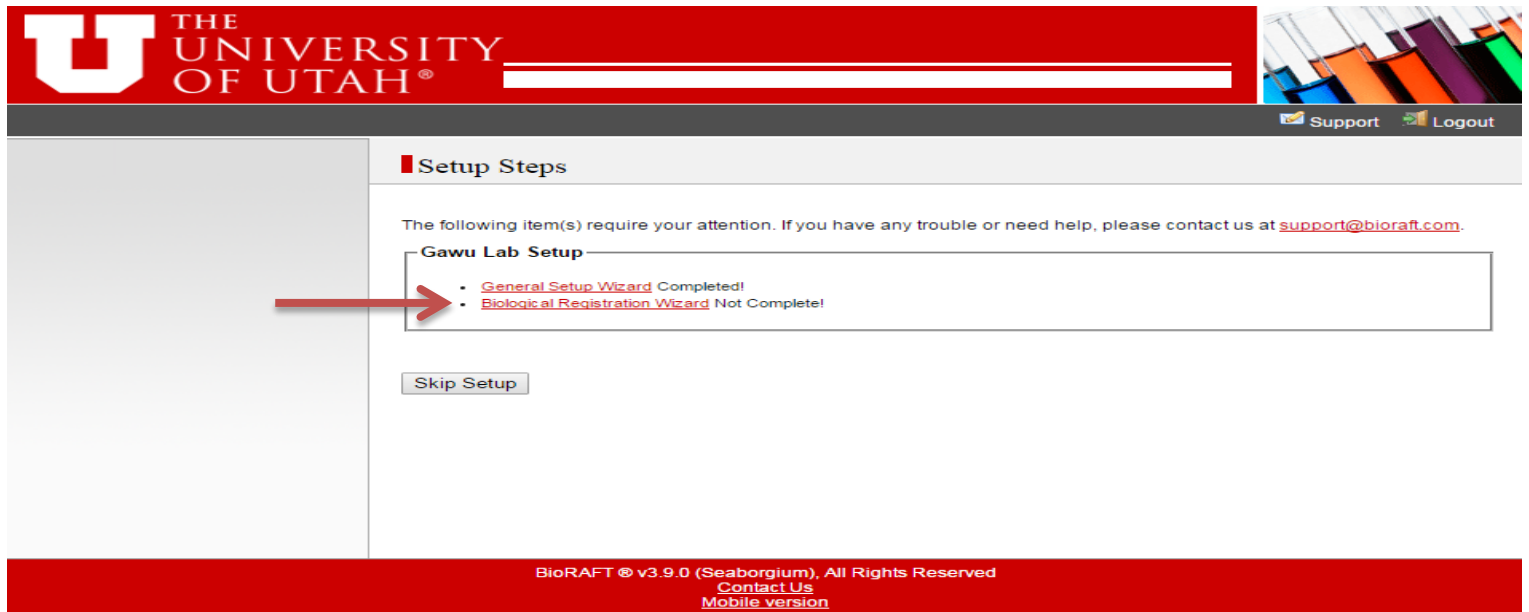
**Biological Laboratories working with Acute  
Biological Toxins**

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### For biological labs using acute Biological Toxins

1. Principal Investigators using acute biological toxins are required to fill out a general Biological survey. If you are unsure whether your work needs to be registered with the IBC visit <http://ehs.utah.edu/research-safety/biosafety/institutional-biosafety-committee-ibc> for further information.
2. Proceed by clicking on the Biological Registration Wizard Link.



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Support Logout

#### Setup Steps

The following item(s) require your attention. If you have any trouble or need help, please contact us at [support@bioraft.com](mailto:support@bioraft.com).

##### Gawu Lab Setup

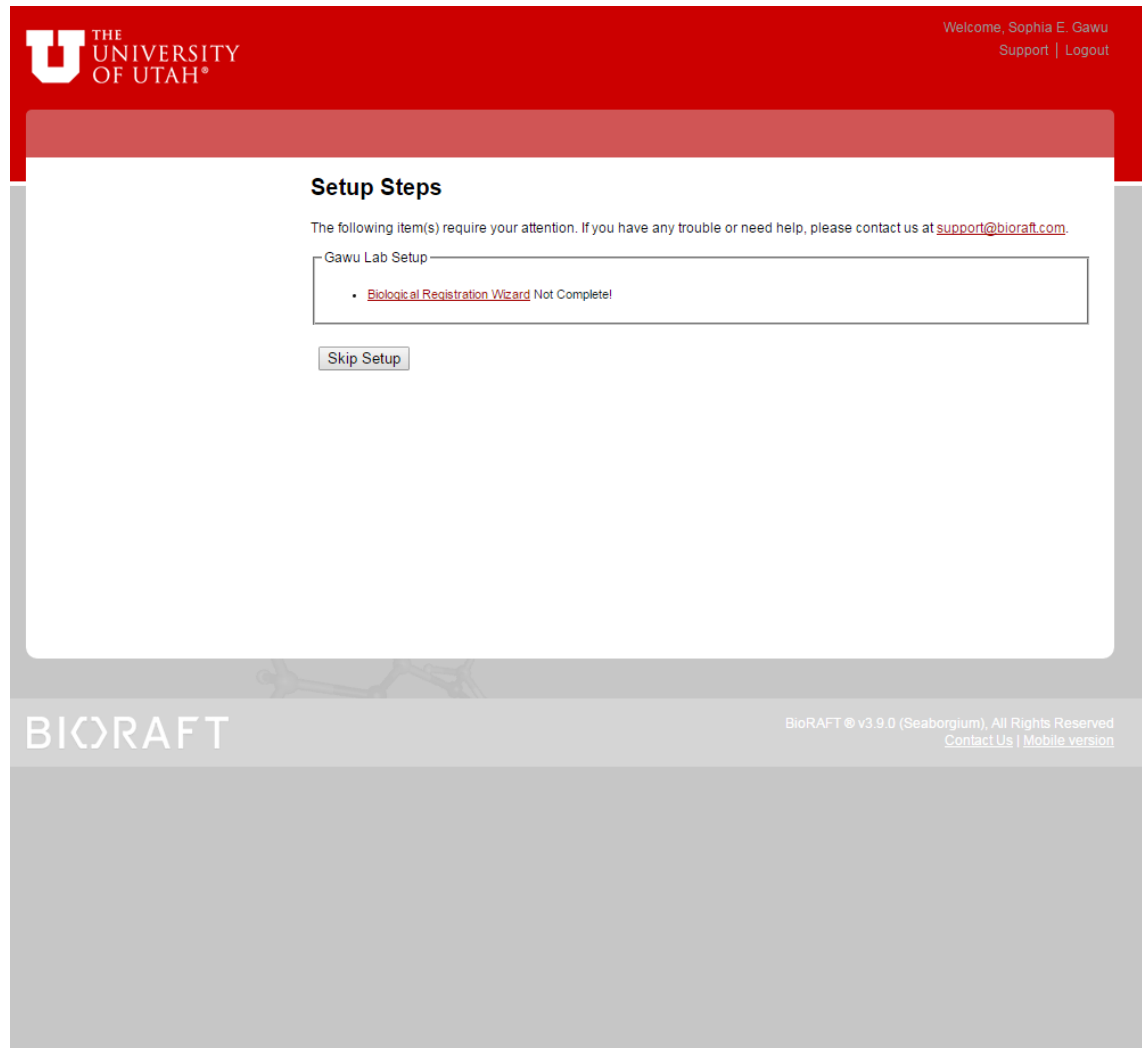
- [General Setup Wizard](#) Completed!
- [Biological Registration Wizard](#) Not Complete!

Skip Setup

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[Mobile version](#)

## Biological Registration Wizard

1. Principal Investigators using acute biological toxins are required to fill out a general Biological survey. If you are unsure whether your work needs to be registered with the IBC visit <http://ehs.utah.edu/research-safety/biosafety/institutional-biosafety-committee-ibc> for further information.
2. To begin your Biological Registration Wizard, click the 'Biological Registration Wizard' link.



Note if you have already completed the registration wizard (only available the first time) you will see a screen shown on page 29. Follow the instructions for editing the Biological Registration beginning on page 30

An introductory screen will appear. You have the opportunity to delegate a member of the laboratory to complete the registration. Otherwise Click “Continue.”

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Biological Toxins Survey

Recombinant or Synthetic Nucleic Acid Molecules Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Microbial Agents

Enter Biological Toxins

Enter Nucleic Acid Reagents

Add Biological Forms

Review Biological Registration

Submit Biological Registration

Biological Registration Complete

## Biological Registration Wizard

**Welcome to the Biological Registration Process.**

PIs are required to register their usage of biohazardous agents and materials with the Institutional Biosafety Committee (IBC).

This wizard will guide you through:

1. Adding Project Forms
2. A series of questions pertinent to your areas of research
3. Building your "Biological Registration Summary"
4. Submitting your summary to the Institutional Biosafety Committee (IBC)

Depending on your research this process will take 30 minutes to 2 hours for initial population of your profile. Survey and form data will autosave and you can return at a later time to complete and submit your registration. You will need to update your submissions or add additional forms for future re-registrations, mid-year modifications, or before new research projects begin to ensure your profile is up to date.

If you would like, you may delegate this process to another member of your lab: [Delegate Now](#)

Continue

## Entering Research Projects

The first screen of the Biological Summary will appear. You will be prompted to enter some brief information about the research projects in your laboratory

A separate Project Form must be completed for each project conducted in the laboratory. Responses provided in the Project Form may require Specific Area Surveys and may trigger completion of Specific Material Entry.

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Biological Toxins Survey

Recombinant or Synthetic Nucleic Acid Molecules Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Microbial Agents

Enter Biological Toxins

Enter Nucleic Acid Reagents

Add Biological Forms

Review Biological Registration

Submit Biological Registration

Biological Registration Complete

### Enter Laboratory's Research Projects

Please enter information about the specifics of your laboratory's projects. Entry of this information is important for compliance registration purposes.

These are the projects currently ongoing in the Bowles Lab as well as projects that are intended to start in the next year.

Project Title		
There are currently no projects listed for this lab.		

[Add a Project](#)

When finished please click "Next Step" to proceed

[Previous Step](#) [Next Step](#)

Click on "Add a Project."

This will open a survey. Please complete as appropriate.

In this example we are going to expose human cell lines with toxins

[View](#) [Edit](#) [Review Process History](#)

[Find Individual or Group](#) [Search](#)

### BioRAFT Test for Toxins

In filling out this project submission, please include enough information on the project so that the Institutional Biosafety Committee (IBC) can adequately assess biological risk.

[Click here to view details on IBC purview](#)

**Project Title:** \*

BioRAFT Test for Toxins

Please provide a title for this project.

**Funding Sources:** \*

startup

Enter the funding sources that support this project's research. E.g. NIH, institution startup

**Brief Summary of Project:** [\[Example\]](#)

Provide a brief non-technical summary of your project so that the reviewers are able to understand the specific aims and goals of the proposed work. Please expand any acronyms.

Provide a brief non-technical summary of your project so that the reviewers are able to understand the specific aims and goals of the proposed work. Please expand any acronyms.

**Project Biological Materials & Details**

Please select any of the biological materials categories listed below that you plan to utilize for this project.

**Primate Materials:**

- ☐ Human Body Fluids
- ☒ Human Cell Lines
- ☐ Human Organs
- ☐ Human Tissues
- ☐ Non-Human Primate Source Materials
- ☐ Non-Human Primates

**Non-Primate Materials:**

- ☐ Amphibians
- ☐ Arthropods 🦋
- ☐ Bloodborne Pathogens
- ☐ Fish
- ☐ Lab Animal Source Materials (Non-Primate)

- ☐ Lab Animal Tissues (Non-Primate)
- ☐ Lab Animals (Non-Primate) 
- ☐ Non-Pathogenic Microorganisms
- ☐ Pathogenic Microorganisms
- ☐ Plants 
- ☐ Select Agent Pathogenic Microorganisms

**Other Biological Source Materials:**

- ☒ Biological Toxins
- ☐ Infectious Proteins
- ☐ Mutagenic Agents
- ☐ Recombinant or Synthetic Nucleotides
- ☐ Select Agent Biological Toxins
- ☐ Viral Vectors

**Other Hazards That May Be Present While Working with Biological Materials:**

- ☐ Mixed Waste 
- ☐ Physical Hazards 
- ☐ Other Hazards 

**Additional Activities:**

- ☐ Shipping Biological Materials

**Dual-Use Research of Concern:** *[Example]*

Select all that are applicable to this project.

- ☐ Enhances the harmful consequences of the agent or toxin
- ☐ Disrupts immunity or the effectiveness of an immunization against the agent or toxin without clinical and/or agricultural justification
- ☐ Confers to the agent or toxin resistance to clinically and/or agriculturally useful prophylactic or therapeutic interventions against that agent or toxin or facilitates their ability to evade detection methodologies
- ☐ Increases the stability, transmissibility, or the ability to disseminate the agent or toxin
- ☐ Alters the host range or tropism of the agent or toxin
- ☐ Enhances the susceptibility of a host population to the agent or toxin
- ☐ Generates or reconstitutes an eradicated or extinct agent or toxin \*

\* Where eradicated or extinct agents or toxins are any of the following: Avian influenza virus (highly pathogenic), Bacillus anthracis, Botulinum neurotoxin, Burkholderia mallei, Burkholderia pseudomallei, Ebola virus, Foot-and-mouth disease virus, Francisella tularensis, Marburg virus, Reconstructed 1918 Influenza virus, Rinderpest virus, Toxin-producing strains of Clostridium botulinum, Variola major virus, Variola minor virus, or Yersinia pestis.

**Description of Experimental and Procedural Details:** *[Example]*

Provide details that enable reviewers to understand the flow of the experimental investigations involving the biological materials chosen above. Include details about genetic alterations to the models used, the purpose of the alterations, any potential deleterious effects of the alterations. Use references and expand acronyms.

Provide details that enable reviewers to understand the flow of the experimental investigations involving the biological materials chosen above. Include details about genetic alterations to the models used, the purpose of the alterations, any potential deleterious effects of the alterations. Use references and expand acronyms.

**Authorizations and Permits Applicable to this Project**

Please include the applicable authorizations or permits involved with this Project. If authorization or permits are pending or depending on IBC approval please specify in additional information. Multiple permits of a type should be separated by commas.

IACUC Number:

Additional Information:

IRB Number:

Additional Information:

USDA/APHIS/PPQ Permits:

Additional Information:

CDC Import/Export Permits:

Additional Information:

Rooms and Spaces

Please identify the rooms and spaces where work will be conducted and experimental models and reagents will be stored.

Rooms & Spaces within your laboratory that will be used for this project:

Building	Room #	Work	Storage
No spaces have been identified for your laboratory			

Project Team Members

Please identify all of the people involved in this project. Use the look up tool below to add people to the project who are not a member of your laboratory group.

Laboratory group members involved in this project:

Please identify all of the people involved in this project. Use the lookup tool below to add people to the project who are not a member of your laboratory group.

☒ Hedquist, Derek - Principal Investigator

☒ BOWLES, NEIL - Co-Investigator

☐ GAWU, SOPHIA - Co-Investigator

Other individuals involved in this project:

Please use the look up tool to add any additional people who are involved in this project.

External collaborators:

Please use the text area to provide any additional external collaborator(s) who are involved in this project.

Provide name and collaborator's place of work. eg. Bill Smith (Parent Institute)

Cancel

Submit

Click on Submit

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Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Recombinant or Synthetic Nucleic Acid Molecules Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Human Tissues

Enter Microbial Agents

Enter Biological Toxins

Enter Nucleic Acid Reagents

Add Biological Forms

Review Biological Registration

Submit Biological Registration

Biological Registration Complete

## Enter Laboratory's Research Projects

Your *Biological Research Project* has been created.

Please enter information about the specifics of your laboratory's projects. Entry of this information is important for compliance registration purposes.

These are the projects currently ongoing in the Bowles Lab as well as projects that are intended to start in the next year.

Project Title		
The role of MYH6 in Cardiac Development	<a href="#">Edit</a>	<a href="#">remove</a>

[Add a Project](#)

When finished please click "Next Step" to proceed

[Previous Step](#)
[Next Step](#)

Repeat for all research projects on-going in your laboratory.

When complete, Click "Next Step"

## Completing Biological Surveys

This will initiate a series of Surveys, dependent on the answers in the registration.

Potential Surveys that may be triggered:

- Human Source Materials Survey
- Laboratory Animal Cell Lines (Non---Primate) Survey
- Non---Human Primate Source Materials Survey
- Plants Survey
- Microbial Agents Survey
- Biological Toxins Survey
- Recombinant & Synthetic Nucleic Acids Survey
- Research of Concern Survey

Answer the questions under each tab and click “Save”

The screenshot displays the 'Biological Registration Wizard' interface. On the left is a vertical sidebar with a list of steps: 'Biological Welcome', 'Enter Laboratory's Research Projects', 'Biological Surveys' (highlighted in red), 'Recombinant or Synthetic Nucleic Acid Molecules Survey', 'Enter Biological Materials', 'Enter Human Cell Lines', 'Enter Human Tissues', 'Enter Microbial Agents', 'Enter Biological Toxins', 'Enter Nucleic Acid Reagents', 'Add Biological Forms', 'Review Biological Registration', 'Submit Biological Registration', and 'Biological Registration Complete'. The 'Biological Surveys' section is expanded, showing 'Human Source Materials Survey' as the selected option. The main content area is titled 'Human Source Materials Survey' and contains a tabbed interface with 'Intro', 'Cell Lines', 'Tissues & Fluids', 'Describe', and 'Save & Continue'. The 'Intro' tab is active, displaying text about the risks of exposure to bloodborne pathogens and the need for Institutional Review Board review. It instructs the user to proceed to the next tab and provides an 'Opt Out' link for those to whom the survey does not apply.

**Biological Registration Wizard**

Biological Welcome

Enter Laboratory's Research Projects

**Biological Surveys**

Human Source Materials Survey

Recombinant or Synthetic Nucleic Acid Molecules Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Human Tissues

Enter Microbial Agents

Enter Biological Toxins

Enter Nucleic Acid Reagents

Add Biological Forms

Review Biological Registration

Submit Biological Registration

Biological Registration Complete

**Human Source Materials Survey**

Intro Cell Lines Tissues & Fluids Describe Save & Continue

**Human Source Materials Survey**

Activities or experiments with human source materials can increase the risk of exposure to bloodborne pathogens. Experiments may also require review by the Institutional Review Board.

Working with human source materials (cell lines, tissues, blood, etc.) may constitute a moderate risk to personnel and the environment. Please consult with institutional policies for any training requirements.

Proceed to the next tab to begin the human source materials questions.

Survey doesn't apply to you? [Opt Out](#)

In this example, we will complete the Human Source materials and the Biological Toxins Survey.

If you believe the survey does not apply, click on “Opt Out.”

If you checked “YES” to Biological Toxins you will be directed to complete a survey on these molecules.

The screenshot shows a web interface for a 'Biological Registration Wizard'. On the left is a sidebar menu with the following items: 'Biological Welcome', 'General Biological Usage Survey', 'Biological Surveys' (highlighted with a red border), 'Human Source Material Survey', 'Microbial Agents Survey', 'Biological Toxins Survey' (highlighted with a red background), 'Recombinant & Synthetic Nucleic Acids Survey', 'Enter Biological Materials' (highlighted with a red border), 'Enter Human Cell Lines', and 'Enter Microbial Agents'. The main content area is titled 'Biological Toxins Survey' and contains a tabbed interface with tabs for 'Intro', 'Obtain', 'Select Toxins', 'Targets/Uses', 'Summary', and 'Submit'. The 'Intro' tab is active, displaying the title 'Biological Toxins Survey', a definition of biological toxins, examples (Diphtheria toxins, Myotoxins, Neurotoxins, Ricin, Saxitoxin, Shigatoxin, Staphylococcus enterotoxins), and instructions to proceed to the next tab. A link 'Survey not apply to you? Opt Out' is also present.

**Biological Registration Wizard**

Biological Welcome

General Biological Usage Survey

**Biological Surveys**

Human Source Material Survey

Microbial Agents Survey

**Biological Toxins Survey**

Recombinant & Synthetic Nucleic Acids Survey

**Enter Biological Materials**

Enter Human Cell Lines

Enter Microbial Agents

**Biological Toxins Survey**

**Intro** Obtain Select Toxins Targets/Uses Summary Submit

**Biological Toxins Survey**

Biological Toxins are defined as any toxic substance of natural origin produced by certain bacteria, fungi, protozoa, plants, reptiles, amphibians, fish, echinoderma (spiny urchins and starfish), mollusks, and insects.

Some examples are: Diphtheria toxins, Myotoxins, Neurotoxins, Ricin, Saxitoxin, Shigatoxin, Staphylococcus enterotoxins.

Proceed to the next tab.

*Survey not apply to you? [Opt Out](#)*

Note for the question about Select Agent toxins, click yes if you are using one of these toxins even if you are using less than the amount required for CDC/USDA registration.

Please answer the questions under each tab by clicking on the tab name or clicking “Next.”

Biological Registration Wizard

Biological Welcome

General Biological Usage Survey

Biological Surveys

Human Source Material Survey

Microbial Agents Survey

Biological Toxins Survey

Recombinant & Synthetic Nucleic Acids Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Microbial Agents

Enter Biological Toxins

## Biological Toxins Survey

IntroObtainSelect ToxinsTargets/UsesSummarySubmit

Summarize, in brief, the nature and use of biological toxins in your laboratory: \*

Describe the experiments  
Describe amounts of toxin to be used  
Describe PPE and engineering controls

Please include a description of how the toxins will be used and for what scientific purposes. Provide enough information to allow reviewers to understand the potential hazards.

Click on the next tab at the top to navigate to the next page.

After clicking on the final tab, click on the “Submit” button

Biological Registration Wizard

Biological Welcome

General Biological Usage Survey

Biological Surveys

Human Source Material Survey

Microbial Agents Survey

Biological Toxins Survey

Recombinant & Synthetic Nucleic Acids Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Microbial Agents

## Biological Toxins Survey

Intro Obtain Select Toxins Targets/Uses Summary **Submit**

**Thank you for completing the Biological Toxins Survey.**

In the "Biological Materials" section you will need to enter the biological toxins with which you work.

**Click below to proceed to the next step in the registration.**

Submit

**Entering Biological Materials**

You will be prompted to answer questions on specific biological materials, including:

- Human Cell Lines
- Human Tissues
- Plants
- Microbial Agents
  - Bacteria, Viruses, Fungi, Parasites
- Biological Toxins
- Nucleic Acid Reagents
  - Plasmids and Inserts
  - Recombinant Animals

In this example the first screen asks you to enter cell lines that are used in your lab.

Find Individual or Group

Search

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Microbial Agents Survey

Biological Toxins Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Human Tissues

Enter Microbial Agents

Enter Biological Toxins

Add Biological Forms

Review Biological Registration

Biological Registration Complete

Enter Human Cell Lines

Your Cell Line has been created.

Use this page to enter the 10 most common human cell lines used in your lab. Be sure to list any used for viral vector packaging. Enter each cell line and click "Add". When you are finished, please click "Next Step" below.

Cell Line Name	Cell Type/Origin	Viral Packaging		
293T	Human embryonic kidney	Yes	Edit	remove

Cell Line Name: \*

Cell Type/Origin: \*

E.g. Human Kidney, Glioma, etc

Viral Packaging: \*

☐ No

☐ Yes

Add Cell Line

When finished please click "Next Step" to proceed

Previous Step

Next Step

After adding all cell lines, click on "Next Step".

For any sections/biological materials that do not apply, click on "Next Step" without entering any information.

Enter information on the Biological Toxins by clicking on “Add Biological Toxins:

Find Individual or Group

Search

Biological Registration Wizard

Biological Welcome

Enter Laboratory's Research Projects

Biological Surveys

Human Source Materials Survey

Microbial Agents Survey

Biological Toxins Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Human Tissues

Enter Microbial Agents

Enter Biological Toxins

Add Biological Forms

Review Biological Registration

Biological Registration Complete

## Enter Biological Toxins

Your *Biological Toxins* has been added/updated.

Use this page to enter the biological toxins used in your lab. Enter each toxin and click "Add". When you are finished, please click "Next Step" below.

Biological Toxins

Current Bio Toxins in Hedquist Lab

Toxin	CAS #	Max Quant. Stored	Stock Conc.	Working Conc.		
Botulinum neurotoxin serotype A	93384-43-1	0.1mg	10ug/ml	1ug/ml	<a href="#">Edit</a>	<a href="#">Remove</a>

→ [Add Biological Toxins](#)

When finished please click "Next Step" to proceed

Previous Step

Next Step

When complete click on “Next Step”

After clicking “Next Step” you should see the page illustrated below. At present there are not forms in BioRAFT for work with Biological Toxins. Please complete the forms available on the EHS website (<https://ehs.utah.edu/research-safety/biosafety/protocol-review/biological-toxins-registration>) and attach them to your BioRAFT registration, as described on page 24 Click “Next Step”.

Biological Registration Wizard

Biological Welcome

General Biological Usage Survey

**Biological Surveys**

Add Biological Forms

Enter Laboratory's Research Projects

Review Biological Registration

Submit Biological Registration

Biological Registration Complete

## Biological Registration Forms

This section allows you to add registration forms for agents and activities in your laboratory. Click on each form name that applies to your laboratory.

Biological Forms Submitted

Regarding	Submitted Form	Submitted By	Submission Date	Last Updated	State
No Biological Registration Forms have been filled out for this lab.					

[Add Pathogen Registration](#)

Register the usage of a pathogenic agent (Bacteria, Virus, Parasite, Fungus, etc). Each agent will need a separate form. \*For recombinant Viruses, use the Viral Vector Form.

[Add Viral Vector Form](#)

Register the usage of recombinant viruses based on the viral vector system used to produce the virus or viruses. Each viral vector system used requires a separate form. \*For alteration of wild type viruses or the use of wild type viruses as vector systems, use the Pathogen Registration Form.


When finished please click "Next Step" to proceed

Previous Step

Next Step

## Biological Registration Summary

On the next screen you will see a summary of your Registration. If everything is correct, click “Certify” at the bottom of the screen. If there are errors they can be edited by clicking on the “edit” or “edit responses” buttons

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Welcome, Neil Bowles  
[Support](#) | [Logout](#)

Biological Registration Wizard

Biological Welcome

General Biological Usage Survey

Biological Surveys

Human Source Material Survey

Microbial Agents Survey

Biological Toxins Survey

Recombinant & Synthetic Nucleic Acids Survey

Enter Biological Materials

Enter Human Cell Lines

Enter Microbial Agents

Enter Biological Toxins

Enter Nucleic Acid Reagents

### Biological Registration Wizard

The following is a summary of the information provided during your Lab Setup and Biological Registration. This summary will be wrapped as a PDF and will serve as an official time stamped record of your laboratory's activities. Following submission, this summary will be sent to the Biosafety Officer for review and then to the Institutional Biosafety Committee for review. Please review this carefully and click edit as necessary to update or add information. *When complete, please certify this summary by clicking the button at the bottom of this page.*

#### Bowles Lab

PI : Dr. Neil Bowles

#### Usage Summary

Primate Materials <ul style="list-style-type: none"><li>None</li></ul>	Non-Primate Materials <ul style="list-style-type: none"><li>None</li></ul>	Other Biological Source Materials <ul style="list-style-type: none"><li>Biological Toxins</li><li>Recombinant or Synthetic Nucleotides</li><li>Viral Vectors</li></ul>
--	--	--

This lab does not ship biological materials.

Applicable NIH Guideline Sections:

- [Section III-D-4](#)

Lab Focus: [\[edit\]](#)

Testing of the BioRAFT system

Projects: [\[add\]](#)  
Investigation of the effect of antiviral drugs on CVB3 replication

Researchers: [\[edit\]](#)  
Neil Bowles  
Mysti Hedquist

## Human Source Materials Survey

Last updated on 11/17/2015 by NEIL BOWLES

Actions: [Edit Responses](#) | [Remove Survey](#) | [View Revisions](#)

Which of the following do you do with human cell lines?:

Culture transformed or immortalized human cell lines

Do you plan to obtain human tissues or fluids that carry pathogenic organisms?:

No

Describe:

Focus your description on work with human source materials in conjunction with pathogens, rDNA technologies, or whole organisms.

### Cell Lines Used in Lab:

Cell Line Name	Cell Type/Origin	Viral Packaging		
293T	Human embryonic kidney	Yes	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add Cell Line](#)

### Tissues Used in Lab:

Tissue Type	Preparation	Pathogen	Source		
There are currently no human tissues listed for the Hedquist Lab.					

[Add Tissues](#)

The Microbial Agents Survey was not filled out. [Click here to fill out survey](#)

### Bacteria Used in Lab:

Genus	Species	Sub Species	Strain	Risk Group Level	Pathogenicity	Select Agent		
Current Bacteria in Hedquist Lab								
None Listed								

[Add Bacteria](#)

### Fungus/Yeast Used in Lab:

Genus	Species	Strain	Risk Group Level	Pathogenicity	Select Agent		
Current Fungus/Yeast in Hedquist Lab							
None Listed							

[Add Fungi/Yeast](#)

### Parasites Used in Lab:

Genus	Species	Risk Group Level	Pathogenicity	Select Agent		
Current Parasites in Hedquist Lab						
None Listed						

[Add Parasite](#)

### Viruses Used in Lab:

Virus Name	Viral Group	Virus Strain	Risk Group Level	Pathogenicity	Select Agent		
Current Viruses in Hedquist Lab							
None Listed							

[Add Virus](#)

### Prion Diseases Used In Lab:

Genus	Risk Group Level	Select Agent	Pathogenicity		
Current Prion Diseases in Hedquist Lab					
None Listed					

[Add Prion Disease](#)

## Biological Toxins Survey

Last updated on 11/17/2015 by NEIL BOWLES

Actions: [Edit Responses](#) | [Remove Survey](#) | [View Revisions](#)

How will you obtain/produce biological toxins used in your lab? (Choose all that apply):

Purchase from vendor

Are any of the biological toxins you currently use or intend to use on the HHS and USDA Select Agents and Toxins list?:

Yes

Choose the targets/types of use for biological toxins in your lab:

Cell Lines or Microbial Agent Cultures

Summarize, in brief, the nature and use of biological toxins in your laboratory:

Please include a description of how the toxins will be used and for what scientific purposes. Provide enough information to allow reviewers to understand the potential hazards.

Toxin	CAS #	Max Quant. Stored	Stock Conc.	Working Conc.		
Botulinum neurotoxin serotype A	93384-43-1	0.1mg	10ug/ml	1ug/ml	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add Biological Toxin](#)

### Research Projects

Project Title:

BioRAFT Test for Toxins [\[edit project\]](#) [\[remove\]](#)

Project Number:

24

Funding Sources:

Enter the funding sources that support this project's research. E.g. NIH, institution startup

<p><b>Laboratory:</b> <a href="#">Hedquist Lab</a></p> <p><b>Principal Investigator:</b> Derek Hedquist</p> <p><b>Department:</b></p> <p><b>Building:</b> 0001 - John R. Park</p> <p><b>Room Number:</b> 120</p> <p><b>Mail Code:</b></p> <p><b>Phone Number:</b> 801-585-3345</p> <p><b>Phone 2:</b></p>	<p><b>Dual-Use Research:</b> No</p>
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<p><b>Last Edited:</b> 11/17/2015</p> <p><b>Last Edited By:</b> NEIL BOWLES</p> <p><b>Status:</b> In Review</p> <p><b>Approved On:</b></p>	
--	--

**Brief Summary of Project**

Provide a brief non-technical summary of your project so that the reviewers are able to understand the specific aims and goals of the proposed work. Please expand any acronyms.

**Project Biological Materials & Details**

**Biological Materials:**

Primate Materials

- Human Cell Lines

Other Biological Source Materials

- Biological Toxins

**Dual-Use Research of Concern:**

No Dual-Use categories were selected.

**Description of Experimental and Procedural Details:**

Provide details that enable reviewers to understand the flow of the experimental investigations involving the biological materials chosen above. Include details about genetic alterations to the models used, the purpose of the alterations, any potential deleterious effects of the alterations. Use references and expand acronyms.

**Rooms and Spaces**

Please identify the rooms and spaces where work will be conducted and experimental models and reagents will be stored.

**Rooms & Spaces within your laboratory that will be used for this project:**

Building	Room #	Work	Storage
No spaces have been identified for your laboratory			

**Project Team Members**

**Laboratory group members involved in this project:**

- Hedquist, Derek
- BOWLES, NEIL

[Send Question](#)   [Set Status to Approved](#)   [Set Status to Pending Committee Review](#)   [Set Status to Denied](#)

**Additional Forms**

No Pathogen or Viral Vector registration forms have been filled out for this lab.

[Add a Viral Vector Form](#)

[Add a Pathogen Registration Form](#)

Click below to notify the PI that changes have been made to the Live Biological Summary.

[Return to Profile](#)

Once you have finished reviewing your summary, click the ‘Certify’ button at the bottom of the page. Go to page 22.

NOTE: If you are the delegate rather than the PI the button will say “**Notify PI**”

It will state “Please confirm that you would like to email *PI name* to request that he/she review and certify their registration.”

Click “**Notify PI**”

You should receive the message:

- **Email successfully sent to *PI name*, [view message](#).**
- ***PI name* has been notified via email that the registration is ready for submission**

The PI should be prompted to complete the registration as described on the next page.

## Registration Certification

On the next screen you will need to certify that the registration is accurate and complete by typing in your initials in the boxes (you can use “Tab” to jump to the next box). Then click “Certify and Submit”.

Biological Registration Wizard

Biological Welcome

General Biological Usage Survey

Biological Surveys

Add Biological Forms

Enter Laboratory's Research Projects

Review Biological Registration

Submit Biological Registration

Biological Registration Complete

### Biological Registration Wizard

Certify and Submit to the Institutional Biosafety Committee

Please read the following and initial each section.

By signing this form you are agreeing to all of these statements and certifying that all of the information currently displayed in the Biological Registration section of your lab profile is accurate and complete.

Please initial using NB.

I hereby certify that the information provided in this form represents the current and planned research in my lab. I am familiar with and agree to abide by the provisions of the current NIH Guidelines, the NIH Guide for Grants and Contracts, other specific NIH instructions pertaining to the proposed project as well as any Policies and Procedures related to biological research, and local state and federal regulations.: \*

NB

a. I will initiate no recombinant DNA research subject to the NIH Guidelines or research with pathogenic organisms until that research has been reviewed and approved/registered with the Institutional Biosafety Committee.: \*

NB

b. I will ensure that those working in my laboratory will follow laboratory techniques and practices outlined in the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) and the Biosafety Manual appropriate for the designated biosafety level and the research done in my labs.: \*

NB

c. I will supervise staff, and correct work errors and conditions that could result in unsafe laboratory practices or breaches of the NIH Guidelines.: \*

NB

d. I will follow all applicable Federal and international regulations whenever I ship biological materials domestically and internationally. I will also obtain the proper importation or exportation permits/licenses through the EHS Office before shipping to or receiving from any international location any biological material.: \*

NB

e. I will ensure that staff are trained in: good microbiological practices and techniques required to ensure safety for this project, in the procedures for dealing with accidents, and in waste management procedures. In addition, I will assure that all listed personnel who have occupational exposure to human source materials will receive annual bloodborne pathogen training through EHS.: \*

NB

f. I will inform the EHS Office of any significant research-related accident or illness as soon as possible after its occurrence.: \*

NB

g. I will inform the EHS Office of any significant changes to my research.: \*

NB

By clicking this button I, Neil Bowles, agree to all of the terms stated above.

The Registration is submitted to the Biosafety Program. The screen will show:

Biological Registration Wizard

Biological Welcome

General Biological Usage Survey

Biological Surveys

Add Biological Forms

Enter Laboratory's Research Projects

Review Biological Registration

Submit Biological Registration

Biological Registration Complete

## Biological Registration Wizard

- Email successfully sent to Derek Hedquist, [view message](#).
- Email successfully sent to NEIL BOWLES, [view message](#).
- Your biological registration has been submitted for review.

Thank you for submitting your Biological Registration! This document has been sent to your Biological Safety Officer for review. He or she may contact you for additional information or clarification. If necessary, your registration will then be passed on for review by the Institutional Biosafety Committee (IBC).

In the future, as your research changes, please return to this system and update your registration in your lab's profile. You will be notified in one year, when you will be required to review, update and recertify this information.

Continue

Click on “Continue.” This will take you back to BioRAFT Dashboard.

+ Bowles Lab

+ Research Tools

— My Account

» My Profile

» Bowles Lab

» Messaging

» Log out

## Welcome to BioRAFT

### Announcements

There are no recent announcements


[View All Announcements](#)

### Compliance E-Mail Inbox

08/28/2015	<a href="#">Bio Registration Status: Awaiting...</a>
08/28/2015	<a href="#">Form Submission Status: In Review</a>
08/28/2015	<a href="#">Form Submission Status: In Review</a>
08/27/2015	<a href="#">Form Submission Status: In Review</a>

[View Entire Inbox](#)

### Compliance Summary for Bowles Lab

Biological: 

[View Full Report](#)

## Adding Documents

Please complete the Biological Toxin available on the IBC website

(<http://ehs.utah.edu/research-safety/biosafety/protocol-review/biological-toxins-registration>)

and add them to your registration. A Chemical Hygiene Plan is also required: links to templates can be found on the same IBC website.

To add documents to the Registration, click on the name of the lab in the left margin and then click on “View Lab Profile”

The screenshot shows the 'Bowles Lab' profile page. At the top, there is a red navigation bar with tabs: 'View' (selected), 'Edit', 'Dashboard', 'Members', and 'Bio'. Below this, a sub-navigation bar contains 'Summary' (selected), 'Spaces', 'Documents', and 'Forms'. On the left side, there is a sidebar menu for 'Bowles Lab' with options: 'View Lab Profile', 'Compliance Dashboard', 'Manage Members', 'Send Lab Message', 'Bio Summary', 'Manage Lab Forms', 'Research Tools', and 'My Account'. The main content area is titled 'Bowles Lab' and contains three sections: 'Contact Info' (listing Principal Investigator: Neil Bowles, Department, Building: 0605 - Environmental Health & Safety, Room Number: 1, Mail Code, Phone 1: 585-9325, Phone 2, and Fax Number), 'Compliance Summary' (showing 'Biological:' with a warning icon and a 'View Full Report' link), and 'Research Focus' (listing 'Testing of the BioRAFT system'). At the bottom, it states 'Lab Status: Active'.

View Edit Dashboard Members Bio

Summary Spaces Documents Forms

**Bowles Lab**

**Contact Info**

Principal Investigator: [Neil Bowles](#)

Department:

Building: 0605 - Environmental Health & Safety

Room Number: 1


Mail Code:

Phone 1: 585-9325

Phone 2:

Fax Number:

**Compliance Summary**

Biological: 

[View Full Report](#)

**Research Focus**

Testing of the BioRAFT system

Lab Status: Active

Click on “Documents”

The screenshot shows a web application interface for 'Bowles Lab'. At the top, there is a red navigation bar with tabs: 'View', 'Edit', 'Dashboard', 'Members', and 'Bio'. Below this, a secondary navigation bar contains 'Summary', 'Spaces', 'Documents' (which is highlighted), and 'Forms'. On the left side, there is a sidebar menu for 'Bowles Lab' with options: '» View Lab Profile', '» Compliance Dashboard', '» Manage Members', '» Send Lab Message', '» Bio Summary', '» Manage Lab Forms', '+ Research Tools', and '+ My Account'. The main content area is titled 'Bowles Lab Documents'. It features two dropdown menus: 'File Type:' and 'Classification:', both set to '<All>', with a 'Submit' button to the right. Below these is a table with headers: 'File Name', 'File Type', 'Description', 'Date uploaded', and 'Submitted By'. The table body contains a single row with the text 'There are currently no files attached to this Laboratory --'. At the bottom right of the page, there is a red link that says 'Attach a New Document'.

View Edit Dashboard Members Bio

Summary Spaces Documents Forms

**Bowles Lab Documents**

File Type: <All> Classification: <All> Submit

File Name	File Type	Description	Date uploaded	Submitted By
There are currently no files attached to this Laboratory --				

[Attach a New Document](#)

Click “Attach a New Document” (bottom right) and add any documentation supporting your registration.

Select the File type. Put a check in the “Bio” box. Browse for the file and add a description. Click “Submit”

Bowles Lab

» View Lab Profile

» Compliance Dashboard

» Manage Members

» Send Lab Message

» Bio Summary

» Manage Lab Forms

+ Research Tools

+ My Account

## Submit Document

Categories

File Type: \*

Standard Operating Procedure

Classification:

☐ ARC

☒ Bio

☐ Chem

☐ Rad

File to attach

Attach new file:

Browse...

2015 Biosafety Manual.pdf

Description:

EHS Biosafety SOPs

Enter a description of the document.

Submit

Once submitted the screen will show:

View

Edit

Dashboard

Members

Bio

Summary | Spaces | **Documents** | Forms

Bowles Lab

» View Lab Profile

» Compliance Dashboard

» Manage Members

» Send Lab Message

» Bio Summary

» Manage Lab Forms

+ Research Tools

+ My Account

## Bowles Lab Documents

Your Document has been created.

File Type:  
<All>

Classification:  
<All>

Submit

File Name	File Type	Description	Date uploaded	Submitted By		
<a href="#">2015_Biosafety_Manual.pdf</a>	Standard Operating Procedure	EHS Biosafety SOPs	08/28/2015 - 3:20pm	<a href="#">Bowles, Neil</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

[Attach a New Document](#)

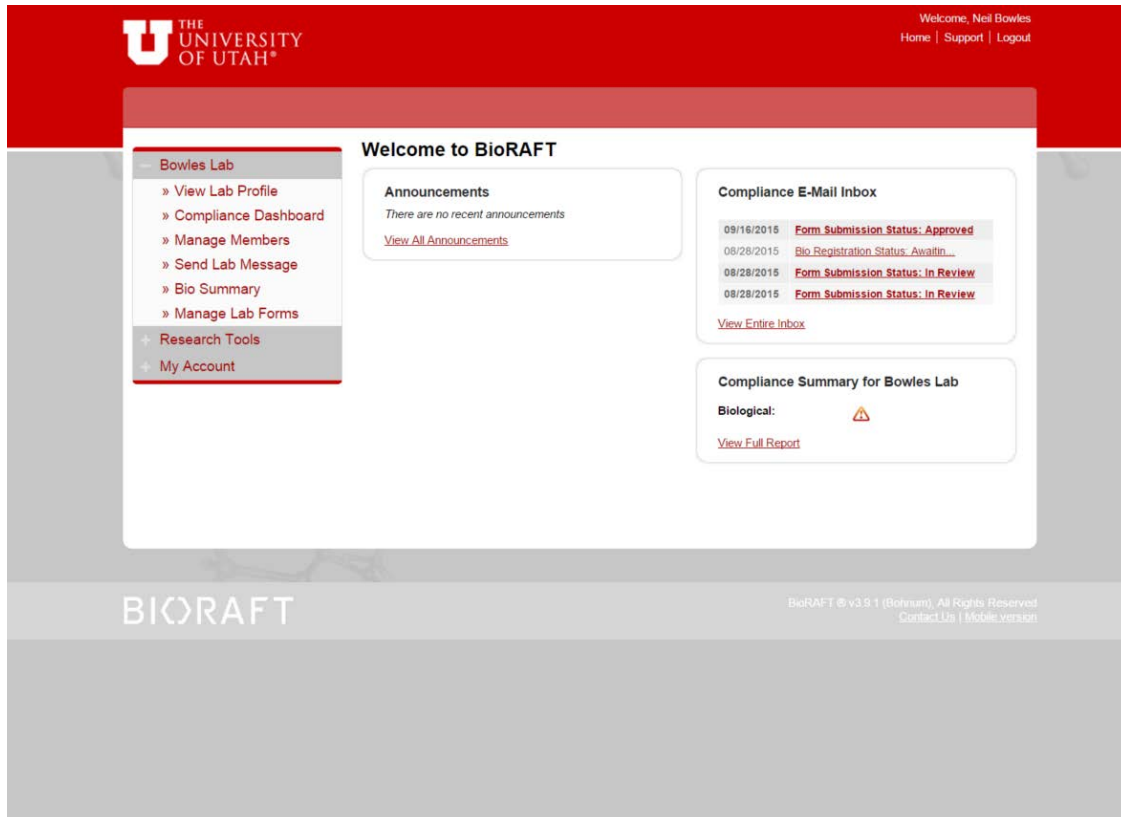
At this point your Registration is complete. If an initial review by the Biosafety Officers does not identify problems or issues they will submit it for IBC review. If the Biosafety Officers or IBC request changes to the registration please complete the process outlined on the following page.

Once approved by the IBC the registration will be valid for up to 3 years. Note that if the laboratory adds new viral vectors/pathogens/projects they will need to be submitted as an amendment to this Registration through BioRAFT, as described below. This will not alter the renewal date.

## Amendments/Editing Registrations

If you need to make an amendment to your registration either because you have made changes to the protocol (e.g. new staff/employees/students, changes in vectors/pathogens, etc) or in response to the IBC review follow the following steps;

Log in to BioRAFT.



To add or remove new personnel, click on “**Manage members**” and follow the instruction in the General Laboratory Guide.

Click on “**Bio Summary**”

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Welcome, Neil Bowles  
[Home](#) | [Support](#) | [Logout](#)

View

Edit

Dashboard

Members

Bio

Snapshot

Projects

Cell Lines

Microbes

rDNA

NIH Guidelines

Bowles Lab

» View Lab Profile

» Compliance Dashboard

» Manage Members

» Send Lab Message

» Bio Summary

» Manage Lab Forms

Research Tools

My Account

Bowles Lab Biologicals

Biological Summary

Principal Investigator: [Neil Bowles](#)  
Delegate(s): [Mysti Hedquist](#)  
Biosafety Level: 1  
Review Level: C (overridden)  
Dual Use Research of Concern: No

	Number
Projects	1
Viral Vector Forms	1
Pathogen Forms	1
Cell Lines	2
Microbes	1
rDNA	2

View or Update Biological Usage Summary

Usage Summary

Primate Materials

- Human Cell Lines

Non-Primate Materials

- Pathogenic Microorganisms

Other Biological Source Materials

- Recombinant or Synthetic Nucleotides
- Viral Vectors

Registration Summary

Submission: 

Current

Awaiting EHS Review

Biosafety Level: 1  
Current Reg Status: Awaiting EHS Review  
Next Review Date:  
Review Frequency: 1 Year  
Started: 08/27/2015  
PI Certified: 09/22/2015 [Download PDF](#) | [View](#)  
Approved: --

Click on “**View or Update Biological Usage Summary**”

This will open the Biological Usage summary page.

Click on the edit buttons to make any corrections/changes.

Once all changes are complete follow the instructions beginning on page 18. Note that if the new personnel are using viral vectors or pathogens they will need to be added to the project form as described below.