**BioRisk Management Only Registration protocols in the MyIBC system**

Created January 2026 IBC division staff

**Purpose**: this document describes the process for registering Wild Type (WT)/non-recombinant materials with BioRisk Management (BRM) using the MyIBC electronic review system

**Background**: Use and handling of biological materials must be registered in MyIBC. Laboratories may be advised during their EHS lab inspections of the need for an "IBC protocol" for WT work.

- If the work involves recombinant materials (gene/s inserted into cells, bacteria, viruses, animals) then a standard IBC protocol is needed.

- If the work involves only WT materials (human primary cells, bacteria) then a BRM protocol is needed.

**Both are submitted and reviewed using the MyIBC system**

- ✓ IBC protocols (using recombinant materials) are reviewed by the IBC division staff and the IBC Committee as needed ibc_support@pitt.edu
- ✓ BRM only protocols (using only WT materials) are reviewed by the BRM division staff only biosafe@pitt.edu

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**Details**:

**Note that the video Sessions referenced below refer to short (3-5 minutes in length) training videos that have been created by IBC division staff to assist with common actions in the MyIBC system. **Institutional Biosafety Video Presentations Library | Biosafety | University of Pittsburgh**

1. To access the MyIBC system, all users (including the Investigator) must take the required CITI training Biosafety-MyIBC IBC-Specific Training | Biosafety | University of Pittsburgh View Video Sessions 1, 3, or 8.
2. Create a New Safety Submission in MyIBC once you have access. View Video Session 2.
3. Complete the fields, being sure to SAVE your work as you progress through the application.
4. Under the Biosafety Summary page, do **NOT** select "Recombinant and Synthetic Nucleic Acids" if only using WT materials.
5. **DO** select Tissues, Cells, etc., in the Biosafety Summary to generate pages for the WT materials being utilized.
6. Once the application is complete, only the Investigator can view and initiate the Submit the protocol function (for both IBC and BRM submissions). If the home page says "Pre-Submission" it still needs to be *submitted* by the Investigator for review. This is part of the MyIBC system-there is no proxy option.
7. Your protocol will be assigned to BRM staff and reviewed.
8. All communications from BRM to the Investigator will be via the MyIBC system notifications.
9. For BRM only submissions, contact biosafe@pitt.edu with questions.