Introduction to SafetyNet

Training Course for Investigators and Research Staff
This training will cover...

• A brief introduction to the IBC
• The Roles within SafetyNet
• How to Navigate SafetyNet
• How to Update your Contact Information and Profile
• How to Create a New BUA
• Helpful Tips for Completing the Smartform
• How to Respond to Reviewer Requests
• How to Create an Amendment Application
The Institutional Biosafety Committee (IBC)

• Faculty-led committee that reviews Biological Use Authorization (BUA) applications

• Oversight of all research and teaching activities involving the use of:
  ▪ Recombinant/synthetic nucleic acid molecules
  ▪ Infectious agents
  ▪ Select agents and select toxins
  ▪ Human and nonhuman primate materials
  ▪ Genetically-modified animals and whole plants
  ▪ Animals known to be reservoirs/vectors of zoonotic diseases
Roles within SafetyNet

**Principal Investigator**
- Can edit BUA
- Only the PI can submit a BUA
- Can add/update proxies
- Receives emails related to submissions

**PI Proxy**
- Can edit BUA
- Receives emails related to submissions

**Faculty Sponsor**
- Read-only access

**Team Members**
- Read-only access

**Primary Contact**
- Read-only access
- Receives emails related to submissions
SafetyNet Official Site

Use this site to create and submit new BUAs for review by the UCLA IBC: [http://safetynet.research.ucla.edu/](http://safetynet.research.ucla.edu/)

Welcome to IBC

**Bookmark:** Bookmark the above URL for easy access. In your browser, go to Favorites → Add To Favorites or Bookmarks → Bookmark This Page

**Logon:** When prompted, log in using your UCLA Logon ID (formerly Bruin Online account). If you have forgotten your logon ID or need to reset your password, visit [http://logon.ucla.edu](http://logon.ucla.edu)

**IBC Help Desk**

Phone Number: 310-794-0262
Hours: 8am – 5pm, Monday – Friday
dIBC@research.ucla.edu
Logging In

Enter your Single Sign-On and Password and click **Sign In**
Logging In

If you encounter a security message when using Internet Explorer, follow these steps:

Click **Continue to this website (not recommended)**
Logging In

If you encounter a security message when using **Mozilla Firefox**, follow these steps:

1. Click **I Understand the Risks** to see “Add Exception..”
2. Click **Add Exception…**
3. In the “Add Security Exception” pop-up window click **Confirm Security Exception**
My Home / Inbox

My Inbox - contains links to submissions that need your attention

FAQ - Contains a link to Frequently Asked Questions

Submissions - Contains a record of all current and previous submissions

Navigation Bar

My Inbox - contains links to submissions that need your attention
Your Name - Update your contact information
Update your Contact Information and Profile

Questions? Contact us at oibc@research.ucla.edu; (310) 794-0262
Update your Contact Information and Profile

Edit your name, contact information, etc. here

The PI and anyone else who will be involved in emergency response must add their emergency phone number.
Submissions

- **In Review**: BUAs that are under review by the IBC
- **Active**: All approved BUAs
- **Archived**: All inactivated/withdrawn BUAs
- **Suspended/Lapsed**: All expired or suspended BUAs
- **All Submissions**: All applications in any state of review/approval
How to Create a New BUA

Click Create BUA
Navigating the Smartform

Avoid hitting the Back button. This could cause the page to freeze.

Save
This will save your progress

Exit
Exit the smartform and return to your inbox

Hide/Show Errors
Hide or show error messages

Jump To:
Use the Jump To dropdown menu to jump to a specific page in the smartform

Continue >>
Go to the next page in the smartform
To avoid duplicating information and reduce administrative burden, materials only need to be documented in one section. This means:

- **Recombinant Viruses, Bacteria, etc.:** only check the box next to “Recombinant or Synthetic Nucleic Acids”
- **Select Agents and Toxins:** only check the box next to “Select Agents or Toxins” unless the materials are also recombinant (then the box next to “Recombinant or Synthetic Nucleic Acids” should also be checked)
- **Human gene transfer studies:** only check the box next to “Human Gene Transfer”
- **Genetically Modified Animals:** only check the box next to “Genetically Modified Rodents” or “Genetically Modified Non-Rodents”
Only identify procedures which involve the **biological materials** described in the BUA.

Take the time to think about each procedure. Engineering Controls and Safety Practices identified should address the risks associated with the procedure. For instance, listing “Safer sharps devices” for centrifugation would not be appropriate since there are no sharps involved with centrifugation.
Research Summary

1. *Select all items involved in the research:*

Please note the following:
- For human gene transfer studies, only check the box next to "Human Gene Transfer".
- For generation or use of genetically modified animals, you do not need to check the box next to "Recombinant or Synthetic Nucleic Acids".
- For generation or use of genetically modified plants, you do not need to check the box next to "Recombinant or Synthetic Nucleic Acids".

- Human or Nonhuman Primate Tissues, Blood, or Body Fluids
- Human/Nonhuman primate or Other Infected/Infectious Primary Cells or Cell Lines
Smartform Helpful Tips: Formatting Text

Expand Toolbar
In any fields where you can enter text, click the button in the top right-hand corner to view text formatting options.

Text Formatting Toolbar
Use to edit/customize text

SafetyNet
UCLA Research Administration
IBC Online System
**Smartform Helpful Tips: Finding an Agent**

### Add Reombinant Data Info

**Identify All Vectors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lentivirus, FIV-based</td>
<td>Virus</td>
<td></td>
</tr>
<tr>
<td>Lentivirus, HIV-based, 2nd generation</td>
<td>Virus</td>
<td></td>
</tr>
<tr>
<td>Lentivirus, HIV-based, 3rd generation</td>
<td>Virus</td>
<td></td>
</tr>
<tr>
<td>Lentivirus, SIV-based</td>
<td>Virus</td>
<td></td>
</tr>
</tbody>
</table>

**Wildcard (%)**
Enter % before a word in the search fields to find a portion of a word or phrase.
Locations Search
Search **either** by building name **or** room number

*this feature **cannot** be used to find a building/room number combination (e.g., CHS 22-021)

Locations Filter
Search for a room number by changing the filter the **Room#**
Search for all locations in a building by changing the filter the **Building**
Smartform Helpful Tips: Uploading Documents

Drag and Drop
The “Drag and Drop” feature is available anywhere a file needs to be uploaded throughout the smartform.
BUA Workspace

State
The current state of review for your BUA

Workflow
This will tell you the status of your submission in the review process

History
All actions that have been taken on this BUA

Documents
All documents that have been uploaded in the smartform

Snapshots
View previous versions of the BUA

Amendments/Renewals
All amendments and renewals for this BUA
My Current Actions

- **Submit**
  The BUA is still editable until you hit the Submit button. This action is only available to the PI.

- **Assign Primary Contact**
  This action is only available to the PI. The Primary Contact will receive email notifications from SafetyNet.

- **Copy Submission**
  Copy an existing BUA to create a new BUA. This will save time having to re-enter information that will be the same for your next BUA application. Once a copy is created, you will be able to edit it.

- **Assign PI Proxy**
  This action is only available to the PI.

- **Manage Guest List**
  Allow individuals not listed on the BUA to have read-only access.

- **Discard**

The available actions will vary based on your role in the system.

All actions will be available to the PI.
When you attempt to submit an incomplete BUA, you will see Error/Warning Messages. These must be addressed before the BUA can be submitted.

Click each message to jump to that page in the smartform and address the concern.
To view comments from the Committee or Reviewers, click **Edit BUA**

You may also view a list of all comments by clicking on the **Reviewer Notes** tab.
Respond to Reviewer Requests

Go to the next comment

- Type your response to the comment
- Update the form as requested
Create an Amendment Application

Click Create Amendment
Create an Amendment Application

1. Complete the Amendment Request form and click Continue
2. Update smartform
Let’s Practice

Practice Applications: http://safetynetest.research.ucla.edu/IBC
Real Applications: http://safetynet.research.ucla.edu/

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Contact Information

IBC Administrative Office
• ibc@research.ucla.edu or 310-794-0262 (x40262)
• http://ora.research.ucla.edu/RSAWA/IBC/Pages/index.aspx

EH&S Biosafety Office
• biosafety@ehs.ucla.edu or 310-206-3929 (x63929)
• https://www.ehs.ucla.edu/research/bio