Biological Registration Navigation Guide

- GROUP LEADERS

SciShield

Biological Registration & Committee Review. Simplified.

The SciShield Biological Registration Module enables researchers to properly register and oversee their use of biological materials and methods through an easy-to-follow registration of biological activities in the laboratory. The Biological Registration Wizard prompts you to enter information about your projects and make determinations about the work in your laboratory. The information provided will assist Health and Safety Teams, Biological Safety Officers, or the Institutional Biosafety Committee (IBC) in assessing the Biological Safety Level and potential risks and hazards in your lab. You will periodically be prompted to confirm, update, and resubmit your registration as required by your Health and Safety Team.

For questions regarding your biological registration submission, please contact your Health and Safety Team.

Logging In

1. Go to your organization's instance of SciShield
2. Enter your login credentials. **Can't log in? Contact your Health and Safety Team for assistance**
3. On the left side of the screen, expand the menu with your group's name
4. Click on your group's "View Profile" link. **Don't see your group? Contact your Health and Safety Team for assistance**

Completing your Biological Registration

1. Click the "Start Now" link on your SciShield home page to begin the Biological Registration Wizard. Note: If not yet completed, you will be prompted to complete the General Setup Wizard for your group prior to beginning the Biological Registration Wizard.
2. To delegate this process to a trusted member of your group, click the "Delegate Now" link
3. Click the "Add a Project" link to fill out information about your project
    a. The project form will ask you to indicate which group

members are involved in the project. **If your member list needs to be updated, you can make changes within the "Members" tab of your group.**

b. You will also be asked to identify the rooms and spaces where the work is conducted and materials are stored. **If your space list needs to be updated, contact your Health and Safety Team.**

4. Click "Save and Continue" to return to the projects list and continue adding projects if applicable

ADDING BIOLOGICAL MATERIALS

1. Based on the selections within the "Project Biological Materials & Details" section, you will be prompted in subsequent steps to specify the biological materials and agents used in your projects

2. To add materials, click the "Add" link in the bottom left of the table. Search the biological materials library by using the full (scientific) name of the material.

3. Use the radio button to select the material from the results, and click the "Copy from library" button to add the material and details from the library. **Can't find the material you're looking for in the library? Click "Create new". Note the required fields marked with an asterisk (*).**

4. When copying from the library, you will be prompted to edit certain fields about the material or add specific genetic modification information before clicking "Submit" to add the material to your group

COMPLETING OTHER FORMS

1. After adding your biological materials, you may be prompted to complete pathogen registration and/or viral vector forms if applicable

2. Click on the link to add a form and complete the information on each tab of the form

3. On the last tab, click the "Save and Continue" button to save the form return to the "Biological Registrations Forms" page

4. Click "Next Step" when all required forms have been added

ASSOCIATING MATERIALS TO PROJECT FORMS

1. Assign the materials to the applicable project forms by selecting a project from the drop-down menu at the top of the screen

   a. Note: Don't see your project? The system may still be populating your new data and may need up to five minutes.

2. Select the associated materials for that project from the table

3. Click "Save Changes"

CERTIFYING AND SUBMITTING YOUR REGISTRATION

1. Prior to submission, review your group's information and make necessary changes by clicking the "Edit" links

2. When finished reviewing, click the "Certify" button at the bottom of the page.

   a. If submitting as a delegate on behalf of the Group Leader, click the "Notify" button at

the bottom. The Group Leader will then receive an email prompting them to review, certify, and submit the registration.

b. Note: The registration will be in "Awaiting Submission" status until it is certified by the Group Leader

3. To submit your registration to the Health and Safety Team for review, enter your initials and click the "Certify and Submit" button at the bottom
4. After the Group Leader certifies the registration, it will be in an "Awaiting EHS Review" status until the Health and Safety Team reviews the registration
5. If the Health and Safety Team requests changes to the registration through the "Biological Usage Summary", it will be returned to the Group Leader for confirmation of the changes. The registration will return to "Awaiting Submission" status until the updated version has been re-certified by the Group Leader.
6. You will receive a notification upon approval of your registration. Follow the subsequent steps to submit amendments to your registration as your research changes.

Amending your Registration

Your registration should be updated on a regular basis as research changes. You may also be prompted to periodically submit amendments as required by your Health and Safety Team. Note: If your changes are submitted for review within 3 months of expiration, your registration will be reviewed as a renewal and not an amendment.

1. To make updates to your registration, expand the left-hand menu with your group's name and click "Bio Summary"
2. In the "Summary" block, click the link to "View or Update Biological Usage Summary"
3. Review your registration and use the "Add" and "Edit" links to make changes as needed
4. When finished, click the "Submit Amendment" button at the bottom of the page and follow the prompts to finish the submission

   a. If submitting as a delegate on behalf of the Group Leader, click the "Notify" button at the bottom. The Group Leader will then receive an email prompting them to review, certify, and submit the amendment.

   b. Note: The registration will be in "Awaiting Amendment" status until it is certified by the Group Leader
5. The registration will be in "Amended Awaiting Review" status until the Health and Safety Team reviews the amended registration.

SciShield

Contact Info

Need assistance? Contact the
SciShield Support Team


EMAIL: **Support@scishield.com**


PHONE: **1-800-939-7238 x82**

9am – 5pm Eastern Time
Monday - Friday