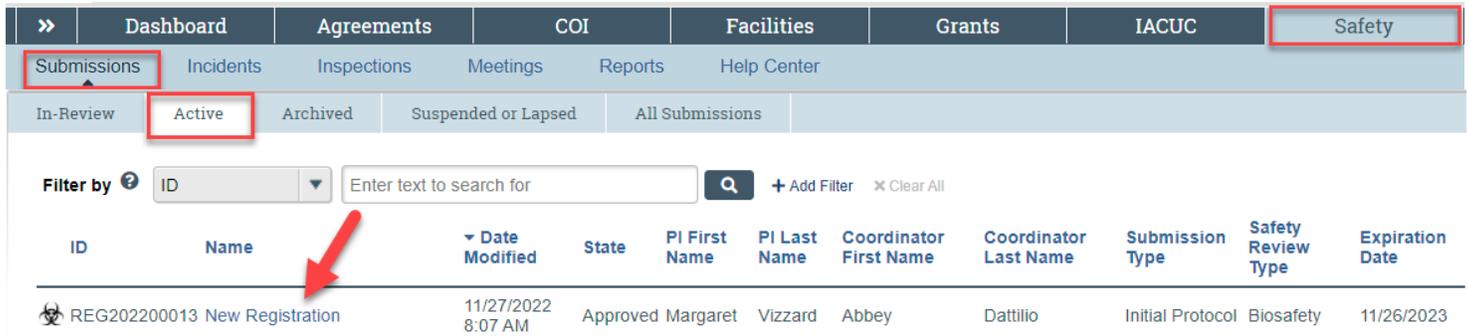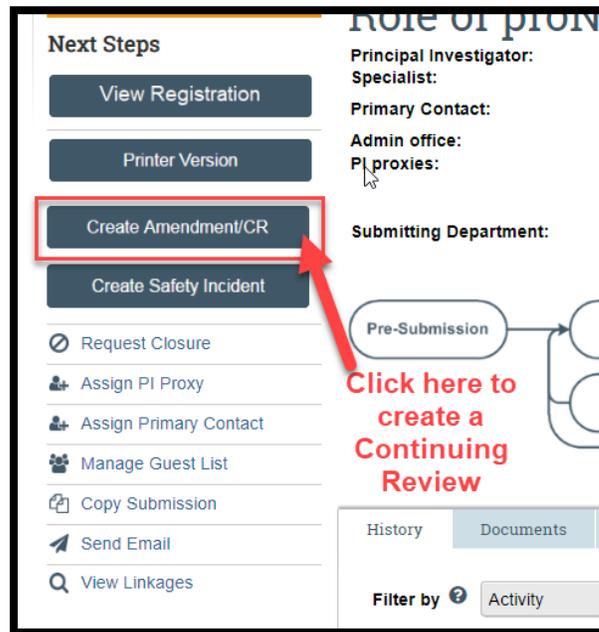**SAFETY- IBC**

How to Submit a Continuing Review

1. From the **"Safety" > "Submissions"** screen, click on the **"Active"** tab to navigate to the appropriate approved registration and click on the name to open it.

2. Click **"Create Amendment/CR"** on the left side of the screen.

3. Select **"Continuing Review"**

4. The Continuing Review form will open. The Continuing Review allows the Safety Office to re-evaluate and extend the approval of your safety registration.

   To complete your continuing review:
   1. Click **Continuing Review**
   2. Click **Finish**
   3. Click **Submit**

5. Fill out page one to indicate whether any changes have been made. Look at the roster and check to ensure that everyone listed on the roster are up to date with all required training.

   BSL1 Basic Training: Required for all BSL1 registrations
   BSL2 Basic Training: Required for all BSL2 registrations
   OSHA Bloodborne Pathogens: Required for all registrations that handle human cells or tissues
   Animal Biosafety: Required for all registrations that include animal work

   Note: All CITI training modules noted above are good for three years with the exception of OSHA Bloodborne Pathogens, which needs to be taken yearly.

6. Report any accidents on page 2. See "How to Submit a Safety Incident" for help reporting an incident.
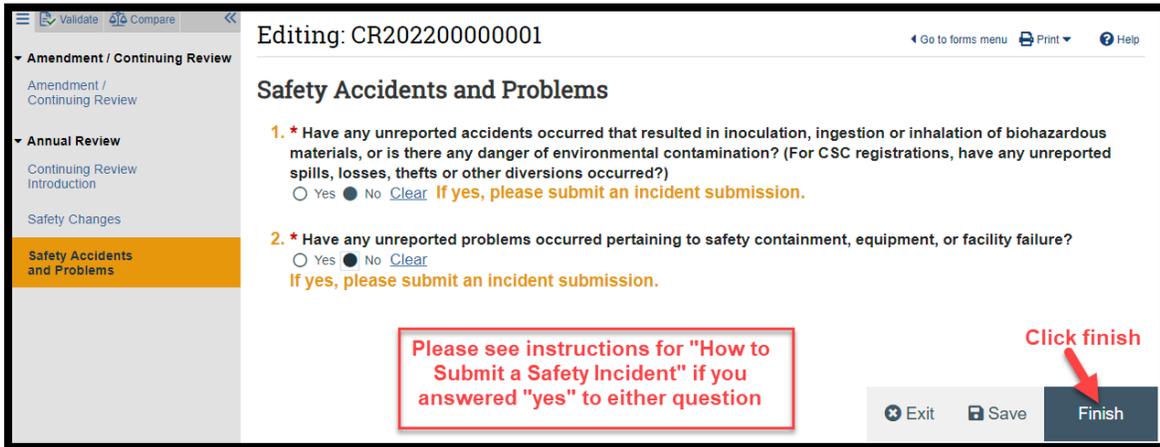
7. Click "Submit" to send your Continuing Review to the Safety Office for review.