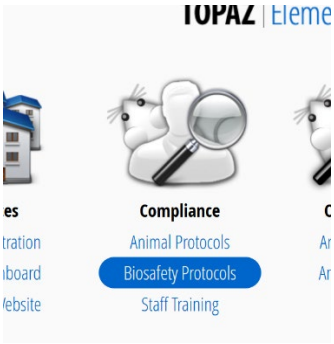
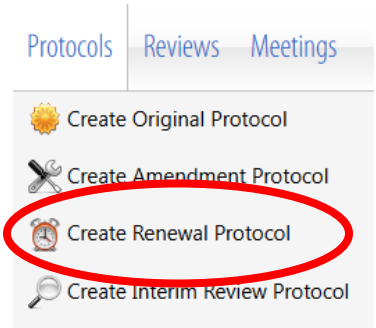
Save after each Section

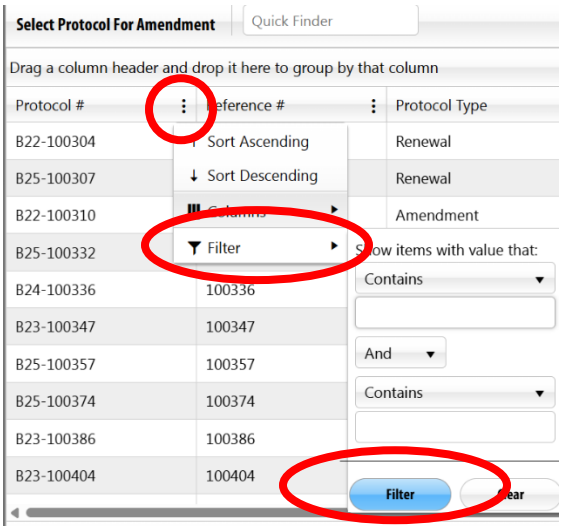
1) Go to Biosafety Protocols tab in Topaz.



2) Click on Protocols at the top. Click Create Renewal Protocol.



3) Find your IBC protocol by clicking the 3 dots by protocol number and type in your IBC number. Click Filter. Click on your protocol to open.

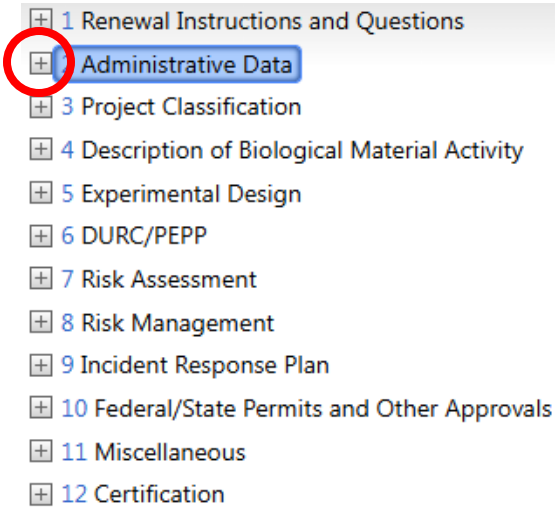


4) In **Renewal Instructions and Questions** Section 1, answer all questions and their subsequent questions.

5) Reread protocol to verify everything is correct. Click on 

button to compare to previous version. Click on  to see all required questions. Click on  button to see unanswered questions. Click both  and  buttons to see all required, unanswered questions.

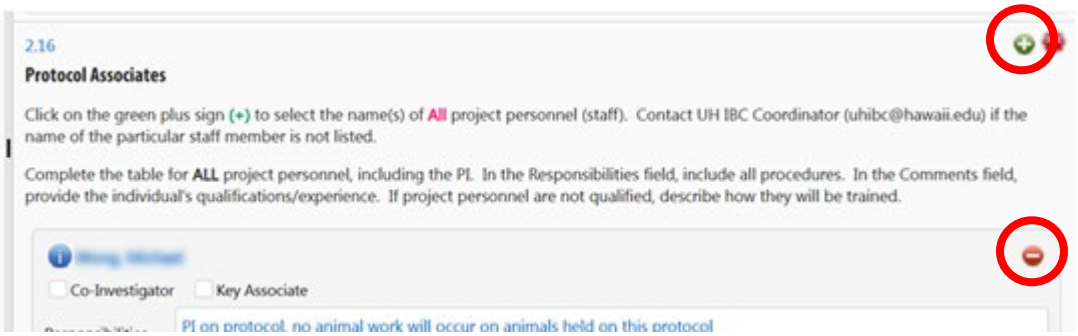
6) Navigate by clicking on a section in the left pane. Click the + button to expand sections or the – button to collapse sections.

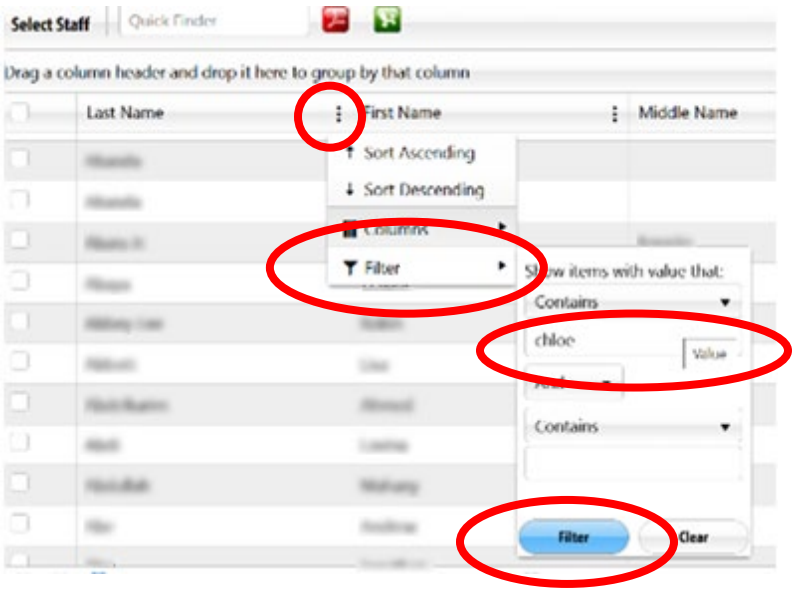


Click Back and Next buttons to advance through the sections.

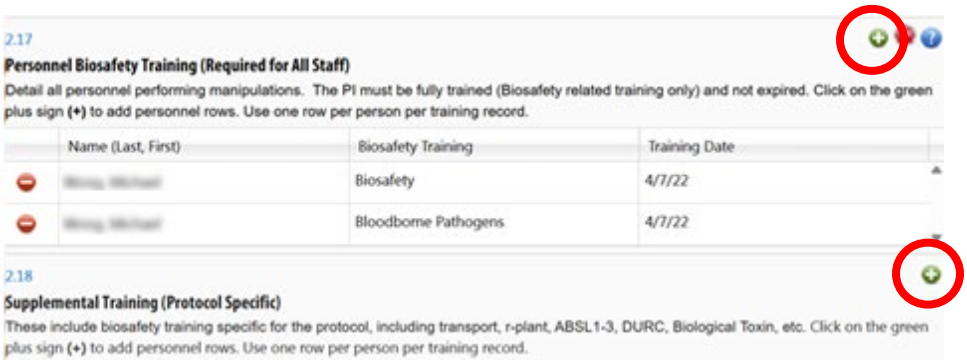
Below are frequently missed sections for updates:

6) Update **Protocol Associates** Section 2.15, click the button and add personnel. Click on the triple dot button next to Last Name. Hover over Filter, Type in your last name. Click Filter. Check the box next to the name and click OK. Delete personnel by clicking the button. Make sure to describe both Responsibilities and Comments for **all** personnel in Protocol Associates.





7) Add new personnel, and update training dates for current personnel in **Personnel Biosafety Training** Section 2.16 and **Supplemental Training** Section 2.17. Click the green + button , type in personnel, click on the training cell and select training, add most recent training date. Delete personnel by clicking the button.



8) Update Biosafety Inspection Date in **Designated Work Areas** Section 8.2.

9) Update autoclave and biosafety cabinet (BSC) certification dates in **Equipment Certification** Section 8.7.

10) Designate a back-up individual in **Temporary Responsible Individual** Section 12.2. Fill out template (including signatures), rename, and attach.

11) Sign and date in **E-Signature** Section 12.3.

12) When ready to submit, click the 

button at the top left, fill in User ID and Password.

Then click 

button, fill in User ID and Password.