

myIBC Frequently Asked Questions/Troubleshooting Manual

General Notes:

- Your browser must be set to allow pop-ups for the application to function correctly.
- MyIBC should work with any browser but was most extensively tested with Firefox.
- Several fields have a character limit due to database design considerations. Please review the information you have entered to verify that no information was truncated.

Q: Why can't I enter my building name into the Research Facilities section?

A: Your browser settings must allow pop-ups for the building search function to work. If pop-ups are allowed, press the magnifying glass icon to search for your building. If your building is not listed, please contact ehsibc@wusm.wustl.edu.

Q: Why can't I enter any information in the "Microbe Source" column in the Microbiological Agents section?

A: Press the "Add row" button and enter the microbe information in the new row. (Note: this is a known bug and should be resolved soon.)

Q: Why can't I select the location for my specialized equipment?

A: Only locations listed in the Research Facilities section is available for selection. If you need to add a location for your specialized equipment, first add it to the Research Facilities section, save the changes, and the location will be available on the Specialized Equipment screen.

Q: What information goes in the Exposure Prophylaxis section?

A: In this section, please include the immediate procedures taken following personnel exposure to the agents in use (washes, rinses, etc.) and include any specific therapeutic recommendations (antibiotics, antivirals, etc.). Please do not include any information about personal protective equipment or containment equipment used to prevent exposures or the cleaning procedures for a spill of the material; this information is captured elsewhere in the form.

Q: What information goes in the Shedding of Hazardous Materials section?

A: Any special handling instructions for animal care staff should be listed in this section. In general, cages should be labeled as: potentially hazardous for 48 hours following administration of hazardous chemicals; potentially infectious for the duration of the experiment following administration of replication competent microbes; or potentially infectious for 72 hours following administration of replication defective viral vectors.

Q: What information goes in the Hazardous Chemicals and Biological Toxins section?

A: Only chemicals or biological toxins administered to animals or cell lines in order to induce a biological effect should be listed here. Standard reagent chemicals, anesthetics, analgesics, or fixatives do not need to be listed in this section.

Q: How do I upload a file attachment?

A: Click "Browse" to find the file you want to attach and then press the "Upload File" button. If the upload is successful, you will see a message that reads "File Uploaded Successfully" and you will see the name of the file on the right.