

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	June 2000
Section 1.7	Standing Committees	Revised:	December 2015
<b>Policy 1.7.1</b>	<b>Institutional Biosafety Committee</b>	Responsibility:	Executive Vice President for Facilities Planning and Operations

# INSTITUTIONAL BIOSAFETY COMMITTEE

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## General Information

The Institutional Biosafety Committee (IBC) is mandated by the NIH/OBA for an institution, The University of Texas Health Science Center at San Antonio, conducting or sponsoring recombinant or synthetic nucleic acid molecule research in accordance with the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines). The Committee's responsibilities need not be restricted to recombinant or synthetic nucleic acid research and may include review of other research of a biohazardous nature.

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## Membership

The committee membership as mandated by NIH/OBA consists of at least five (5) primary members and appropriate ex-officio members including a Chair, Biological Safety Officer (if applicable), plant expert (if applicable), animal expert (if applicable), human gene therapy expertise or ad hoc consultant (if applicable) and two community members. Appropriate alternate members may be assigned.

The Assistant Vice President for Risk Management and Safety determines the actual number and composition of the committee membership after taking into consideration the nature and volume of the research reviewed.

The IBC will include at least one faculty member representing the:

1. School of Health Professions
2. Basic Sciences departments
3. School of Dentistry
4. School of Medicine
5. School of Nursing
6. Two representatives from the community who have no fiscal connection with the Health Science Center.

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Individuals with expertise in special areas beyond that of the Committee members may be invited to assist with issues when needed. These consultants may not vote with the Institutional Biosafety Committee (IBC) and must not have any conflicting interests with the Health Science Center.

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### **Ex-Officio (with vote)**

1. Biological Safety Officer
  2. Veterinarian, Laboratory Animal Resources
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### **Chair**

The Assistant Vice President for Risk Management and Safety makes Chair and Vice Chair appointment recommendations from the membership to the Vice President for Academic, Faculty and Student Affairs. The Vice President for Academic, Faculty and Student Affairs will recommend to the President approval or disapproval for the appointment of the proposed Chair.

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### **Charge**

- To advise the President, Executive Vice President for Facilities Planning and Operations, and the Director of Environmental Health and Safety in matters pertaining to hazards of a biological nature;
  - review and approve research projects involving recombinant or synthetic nucleic acid molecules (rDNA) conducted at or sponsored by the institution and other projects of a biohazardous nature including assessment of the containment levels, facilities, procedures, practices, training and expertise of personnel;
  - advise on the safe receipt, use, storage, and disposal of potentially hazardous biological agents;
  - assess the risks involved in such projects and the measures proposed for their containment;
  - review plans for areas designated to be constructed or remodeled for biohazardous work;
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- establish criteria and monitor adherence to these criteria for the use of rDNA and biohazardous agents and facilities designed for use with such agents;
  - ensure that all aspects of Appendix M (Transfer of Recombinant or Synthetic Nucleic Acid Molecules into human research participants) of the NIH Guidelines have been met;
  - serve as the Institutional Review Entity in accordance with Section 7.1 of the U.S. Government Policy for Dual Use Research of Concern excluding toxins; and
  - serve as an avenue of appeal in cases of dispute and exception.
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### **Term of Membership**

Members serve on the committee for a term of up to three (3) years (which may be renewed). The Health Science Center committee interest process allows individuals to volunteer for service. In addition, the Deans, Chairs and Directors of Institutes/Centers may nominate individuals. The Assistant Vice President for Risk Management and Safety makes membership appointment recommendations to the Vice President for Academic, Faculty and Student Affairs who then make recommendations for appointment by the President.

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### **References**

NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines)

<http://osp.od.nih.gov/office-biotechnology-activities/biosafety/nih-guidelines>

Dual Use Research of Concern: <http://osp.od.nih.gov/office-biotechnology-activities/biosecurity/dual-use-research-concern>

Biosafety in Microbiological and Biomedical Laboratories, 5<sup>th</sup> edition  
<http://www.cdc.gov/biosafety/publications/bmbI5/>

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