

_____ has been developed by:

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Print Name, Title, Phone Number	Date
Signature_____	

Reviewed by:

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Approved by:

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I. Purpose

- A. This procedure refers to IBC business only.
- B. The purpose of this procedure is to describe the process by which the IBC and/or University responds to public comments or questions about its activities.

II. Key Word Definitions

- A. BSO: Biological Safety Officer
- B. IBC: Institutional Biosafety Committee
- C. VP-ORED: Vice President for Research and Economic Development
- D. OPA: Office of Public Affairs
- E. NIH OBA: National Institutes of Health Office of Biotechnology Affairs

III. Responsibilities and Authorities

A. Biological Safety Officer

- 1. May receive comment or question;
- 2. Notifies IBC Chair;
- 3. Forwards to VP-ORED and OPA for evaluation of the response;
- 4. Will respond in writing if requested by VP-ORED/OPA.
- 5. Will forward the institutional response to NIH OBA.

B. IBC Chair

- 1. May receive comment or question;
- 2. Forwards to BSO;
- 3. Will respond in writing if requested by VP-ORED/OPA.
- 4. Will send response to BSO.

C. IBC Member

- 1. Will forward question or comment to the BSO.

IV. Items Needed

- A. Question or comment from a member of the public in written form.

V. Procedure

- A. If a comment or question is received by the IBC, the information will be forwarded to the VP-ORED and OPA.
- B. VP-ORED will decide what the response will be and either have OPA or the IBC respond in writing.
- C. The public comments as well as the IBC's response are forwarded to NIH OBA.

VI. Associated Policies and Procedures

- A. IBC-PP-024 Public Request and Redaction of IBC Minutes

VII. Associated Forms

- A. None

VIII. References

- A. National Institutes of Health, (2019), Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules, Department of Health and Human Services