

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: The Use of Consultants in IBC Application Review		
SOP Number: IBC-PP-006	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 9/2/09

1. Purpose

- 1.1. This procedure refers to IBC applications only.
- 1.2. The purpose of this procedure is to describe the use of consultants for the review of an IBC application where expertise in the particular field of research is lacking within the IBC membership.

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IBC: Institutional Biosafety Committee
- 2.3. PI: Principal Investigator
- 2.4. SME: Subject Matter Expert

3. Responsibilities and Authorities

3.1. Biological Safety Officer

- 3.1.1. Provides Confidentiality and Conflict of Interest forms to Chair;
- 3.1.2. Suggests names of potential consultants.

3.2. IBC Chair

- 3.2.1. Accepts suggestions for names of potential consultants;
- 3.2.2. Contacts consultant;
- 3.2.3. Explains purpose of each form and obtains signature where needed;
- 3.2.4. Explains the IBC application as a risk assessment document;
- 3.2.5. Provides application, application Reviewer's Form, Risk Assessment Checklist, Confidentiality and Conflict of Interest forms to the consultant.

3.3. IBC Member

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: The Use of Consultants in IBC Application Review		
SOP Number: IBC-PP-006	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 9/2/09

3.3.1. Offers the names of potential consultants.

4. Items Needed

4.1. None

5. Procedure

5.1. Call for Names

5.1.1. After it has been determined that a consultant is needed, the Chair will solicit names from the IBC membership.

5.1.2. After the candidate list has been reviewed by the BSO and Chair, a minimum of two names will be chosen for contact.

5.2. Contact

5.2.1. The Chair will contact the top candidate and request assistance.

5.2.1.1. If the consultant is able to assist, the Chair will forward the Confidentiality and Conflict of Interest forms for signature.

5.2.1.2. If the consultant is unable to assist, the next candidate will be contacted.

5.2.2. After the signed forms are returned, the Chair will forward the IBC application, the Reviewer's form and the Risk Assessment Checklist to the consultant with a deadline.

5.3. SME Analysis

5.3.1. The consultant will return his/her analysis to the Chair by the stated deadline.

5.3.2. If the consultant is close enough geographically, he/she will be invited to attend the meeting or arrangements can be made for teleconferencing.

5.4. Application Review

5.4.1. Discussion of the application will proceed as per IBC-PP-012.

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: The Use of Consultants in IBC Application Review		
SOP Number: IBC-PP-006	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 9/2/09

5.4.2. After completion of the meeting, the consultant will be asked to destroy the IBC application either by shredding if paper or electronically deleted if submitted via email.

6. Associated SOPs

- 6.1. IBC-PP-011 IBC Member or Consultant Conflict of Interest
- 6.2. IBC-PP-012 IBC Application Submission, Review and Approval
- 6.3. IBC-PP-014 Confidentiality of IBC Deliberations and Application Information

7. Associated Forms

- 7.1. IBC application
- 7.2. Reviewer's Form
- 7.3. Risk Assessment Checklist
- 7.4. Confidentiality
- 7.5. Conflict of Interest

8. References

- 8.1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*

9. Revision History

- 9.1. Revised 4/1/2013 and approved 5/15/2013
- 9.2. Revised 8/24/2015 and approved 9/16/2015

Approvals

Reviewed by: _____ Date Reviewed: _____
Biological Safety Officer

Approved by: _____ Date Approved: _____
IBC Chair