

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Confidentiality of IBC Deliberations and Application Information		
SOP Number: IBC-PP-014	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 IBC's procedure regarding confidentiality of IBC application information and IBC deliberations.

2. Key Word Definitions

- 2.1. IBC: Institutional Biosafety Committee
- 2.2. IO: Institutional Officer

3. Responsibilities and Authorities

- 3.1. IBC Chair
 - 3.1.1. Ensures that all members are trained in their duties
- 3.2. BSO
 - 3.2.1. Maintains Confidentiality form
- 3.3. IBC Member
 - 3.3.1. Adheres to the confidentiality policy and signs form.
- 3.4. Consultant
 - 3.4.1. Adheres to the confidentiality policy and signs form.

4. Items Needed

- 4.1. None

5. Procedure

- 5.1. All members of the IBC are provided with a confidentiality agreement to sign at the beginning of the service term and at the beginning of each subsequent 3 year term.

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5.2. In reviewing an application, if the IBC or an individual member feels that additional expertise is needed, the Chair will solicit a subject matter expert as described in SOP IBC-PP-006.

5.3. No information about the proceedings and deliberations of the IBC may be discussed except with other IBC members or the Institutional Official (Vice President for Research) or will discussions occur in an unsecured location.

5.4. IBC members who release information may be sanctioned up to and including dismissal from the committee, or in the case of significant proprietary information, may be legally charged.

6. Associated SOPs

6.1. IBC-PP-006 Use of Consultants in IBC Application Review

6.2. IBC-PP-012 IBC Application Submission, Review and Approval

7. Associated Forms

7.1. Confidentiality form

8. References

8.1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules IV-B-2-a* (5)

9. Revision History

9.1. Revised 4/2/13 and approved 5/15/2013

9.2. Revised 8/24/2015 and approved 9/16/2015

10. Approvals

Reviewed by: _____ Date Reviewed: _____
Biological Safety Officer

Approved by: _____ Date Approved: _____
IBC Chair