

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: IBC Member Training		
SOP Number: IBC-PP-017	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 10/7/09

1. Purpose

- 1.1. This procedure refers to IBC members only.
- 1.2. The purpose of this procedure is to describe the process for training new IBC members.

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IBC: Institutional Biosafety Committee
- 2.3. IO: Institutional Officer
- 2.4. PI: Principal Investigator

3. Responsibilities and Authorities

3.1. Biological Safety Officer

3.1.1. Maintains membership documents;

- 3.1.1.1. Curriculum Vitae/resume
- 3.1.1.2. Member Information sheet
- 3.1.1.3. Conflict of Interest form
- 3.1.1.4. Confidentiality Agreement form

3.1.2. Assembles new member packet;

3.1.3. Develops and maintains training for new members;

3.1.4. Assists Chair with training;

3.1.5. Develops and maintains continuing education to all members when regulations/guidelines are revised.

3.2. IBC Chair

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3.2.1. Ensures that each member is trained in IBC policies and procedures;

3.3. IBC Member

3.3.1. Signs required documents;

3.3.2. Reviews the federal guidelines;

3.3.3. Reviews IBC policies and procedures;

3.3.4. Signs training documentation form.

4. Items Needed

4.1. IBC membership packet

4.1.1.1. Responsibilities

4.1.1.2. IBC Review Process

4.1.1.3. IBC Application Primary Reviewer form

4.1.1.4. Member Information sheet

4.1.1.5. Conflict of Interest form

4.1.1.6. Confidentiality Agreement form

4.1.1.7. IBC/Biosafety policies

4.1.1.8. Applicable government guidelines/regulations

4.1.1.9. Current IBC membership

4.1.1.10. IBC Charter

4.1.1.11. Training documentation form

4.1.2. Internet links to:

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

4.1.2.2. Biosafety in Microbiological and Biomedical Laboratories

4.1.2.3. Mississippi State Department of Health “Adopted Standards for Regulation of Medical Waste”

4.2. Training powerpoint

5. Procedure for New Members

5.1. Training for new members will typically occur in July one month before the start of his/her term in August.

5.2. Training for new members whose term starts at some other time during the year will undergo the same procedure before he/she votes in his/her first meeting.

5.3. The training presentation will include the following topics:

5.3.1. Introduction to biosafety;

5.3.1.1. risk assessment

5.3.1.1.1. risk groups

5.3.1.2. containment levels

5.3.1.2.1. biosafety levels

5.3.2. Federal and state biosafety guidelines;

5.3.3. MSU biosafety policies and charter;

5.3.4. Types of research requiring IBC oversight at MSU;

5.3.5. Functions of the IBC as defined by the *NIH Guidelines*;

5.3.6. Responsibilities of;

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- 5.3.6.1. members;
 - 5.3.6.2. Chair;
 - 5.3.6.3. BSO;
 - 5.3.6.4. IO;
 - 5.3.6.5. PI.
- 5.3.7. Review of all forms used in the application review process;
 - 5.3.7.1. IBC Application Primary Reviewer form
 - 5.3.7.2. Risk Assessment Checklist
- 5.3.8. Procedure for reviewing an IBC application
- 5.4. Signatory documentation of training
- 6. Associated SOPs
 - 6.1. IBC-PP-012
- 7. Associated Forms
 - 7.1. IBC Application Primary Reviewer form
 - 7.2. Member Information sheet
 - 7.3. Conflict of Interest form
 - 7.4. Confidentiality Agreement form
 - 7.5. Training Documentation form
- 8. References
 - 8.1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* Section IV-B

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8.2. Email from MSU General Counsel (Community members and non-MSU employees who serve on the MSU IBC are indemnified.)

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