

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Annual Report to NIH OBA		
SOP Number: IBC-PP-018	Revision Number: 3	Section: Biosafety
Author: Patricia Cox		Effective Date: 10/7/09

1. Purpose

- 1.1. This procedure refers to the IBC only.
- 1.2. The purpose of this procedure is to describe the process for the submission of the annual report to NIH/OBA.

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IBC: Institutional Biosafety Committee
- 2.3. NIH OBA: National Institutes of Health Office of Biotechnology Activities

3. Responsibilities and Authorities

- 3.1. Biological Safety Officer
 - 3.1.1. Maintains current IBC membership list;
 - 3.1.2. Writes the annual report;
 - 3.1.3. Maintains records related to reports;
 - 3.1.4. Collects and stores the /biographical sketches of all new IBC members.

4. Items Needed

- 4.1. IBC membership roster
- 4.2. Biographical sketches

5. Procedure

- 5.1. Each August when new members begin their term of service, the BSO updates the membership roster with the following information ;
 - 5.1.1. Name;

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Annual Report to NIH OBA		
SOP Number: IBC-PP-018	Revision Number: 3	Section: Biosafety
Author: Patricia Cox		Effective Date: 10/7/09

- 5.1.2. Business contact information including mailing address, telephone number and email;
 - 5.1.3. Role of each committee member (e.g. Chair, Vice-Chair, contact person, non-institutional, specific subject matter expert,, etc.);
 - 5.1.4. Membership expiration date;
 - 5.2. The BSO collects the biographical sketches (curricula vitae, resume) of all new members including community members.
 - 5.3. The BSO files the annual report electronically by utilizing the NIH's web-based Institutional Biosafety Committee Registration Management System (IBC-RMS).
 - 5.4. This electronic annual report contains:
 - 5.4.1. An updated committee roster indicating the role of each committee member and;
 - 5.4.2. Bio-sketches for each new member on the committee.
 - 5.5. If the membership should change during the year, a new report will be submitted through the IBC-RMS.
 - 5.6. The deadline for the next update is one year after the receipt of the last report by NIH OBA.
 - 6. Associated SOPs
 - 6.1. None
 - 7. Associated Forms
 - 7.1. None
 - 8. References
 - 8.1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* Section IV-B-2-a-(3)
 - 9. Revision History
 - 9.1. Revised 4/2/2013 and approved 5/15/2013
- ORC Standard Operating Procedure

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Annual Report to NIH OBA		
SOP Number: IBC-PP-018	Revision Number: 3	Section: Biosafety
Author: Patricia Cox		Effective Date: 10/7/09

9.2. Revised 12/4/2014 and approved 2/18/2015

9.3. Revised 7/29/15 and approved 9/16/2015

10. Approvals

Approved by: _____ Date Approved: _____
IBC Chair

Reviewed by: _____ Date Reviewed: _____
Biological Safety Officer