

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: IBC Chair Duties		
SOP Number: IBC-PP-027	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 activities performed by the IBC Chair.

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IBC: Institutional Biosafety Committee
- 2.3. VP-ORED: Vice President for Research and Economic Development
- 2.4. ORC: Office of Research Compliance
- 2.5. IO: Institutional Official
- 2.6. PI: Principal Investigator

3. Responsibilities and Authorities

- 3.1. Institutional Official
 - 3.1.1. Ensures that the Chair is adequately trained.
 - 3.1.1.1. May be delegated to BSO.

3.2. Chair

- 3.2.1. Ensures the each IBC member is adequately trained.
 - 3.2.1.1. May be delegated to BSO.

4. Items Needed

- 4.1. None

5. Procedure

- 5.1. Annual Responsibilities

ORC Standard Operating Procedure

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5.1.1. Arranges for a meeting place, date and time;

5.1.2. Determines the next year's meeting schedule in December of each year;

5.1.3. Plans IBC retreat.

5.2. IBC Application Processing

5.2.1. The deadline for IBC application submission is 10 business days before the next scheduled meeting unless otherwise specified.

5.2.2. At this time, the Chair will receive applications from the BSO.

5.2.3. The Chair will make a record of each application and choose a minimum of two IBC members as reviewers.

5.2.4. The Chair will send a copy of the IBC application, the Reviewer's Form and the IBC Risk Assessment Checklist to each reviewer.

5.2.5. The Chair will maintain the review forms for the duration of his/her term then give to the BSO for archiving.

5.3. The Chair will contact each PI and invite him/her to attend the meeting.

5.4. Meeting Materials

5.4.1. The Chair will generate a meeting packet that will include:

5.4.1.1. An agenda;

5.4.1.2. The previous month's meeting minutes;

5.4.1.3. Any other pertinent documents related to the conduct of business at that meeting;

5.4.1.4. New IBC applications;

5.4.2. The Chair will ensure that the IBC packet is uploaded to the Member's Area on the IBC web site in a timely manner.

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5.4.2.1. For those IBC members without access to the web site, hard copy packets will be mailed out by ORC staff.

5.4.3. The Chair will notify the membership that the IBC packet is available.

5.4.4. The Chair may continue to receive agenda items as the need arises up to and including the day of the meeting and will provide the revised agenda at the meeting.

5.5. IBC Meetings

5.5.1. IBC meetings are typically scheduled to meet once a month.

5.5.2. The IBC Chair performs the following duties during a meeting:

5.5.2.1. Presides over the meeting;

5.5.2.1.1. Records location, date, attendance, start and end times;

5.5.2.1.2. Keeps meeting on track.

5.5.2.2. Records IBC motions and contingencies for each application.

5.5.2.3. Records the vote for each application.

5.5.2.4. Records other information that becomes part of the meeting minutes.

5.5.2.4.1. Open or closed meeting and the reasons for the status;

5.5.2.4.2. Major points of order;

5.5.2.4.3. Voting on other points of order.

5.5.2.5. Calls for vote on acceptance of previous month's minutes.

5.6. VP-ORED Meeting

5.6.1. Indicates availability to VP-ORED's administrative assistant.

5.7. BSO Meeting

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5.7.1.Scheduled as needed.

5.8. BSO Assistance

5.8.1.Assists with matters that may require IBC input e.g. investigations of accidents, noncompliance or other issues.

5.8.2.Reviews recombinant/synthetic nucleic acid molecule research to determine level of oversight needed as defined by *NIH Guidelines*.

5.8.3.Reviews IBC application updates and/or modifications.

5.8.4.Assists in formulating policies and procedures for full Committee review.

6. Associated SOPs

6.1. IBC-PP-029 Chair Training

6.2. IBC-PP-017 IBC Member Training

7. Associated Forms

7.1. None

8. References

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

9. Revision History

9.1. Revised 4/3/2013 and approved 5/15/2013

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

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

10. Approvals

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Reviewed by: _____ Date Reviewed: _____
Biological Safety Officer

Approved by: _____ Date Approved: _____
IBC Chair