

| INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE | | |
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| SOP Title: IBC Chair Training | | |
| SOP Number: IBC-PP-029 | Revision Number: 2 | Section: Biosafety |
| Author: Patricia Cox | | Effective Date: 10/7/09 |

1. Purpose

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

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IBC: Institutional Biosafety Committee

3. Responsibilities and Authorities

- 3.1. Biological Safety Officer
 - 3.1.1. Develops and maintains training for the new Chair.

4. Items Needed

- 4.1. IBC-PP-027 IBC Chair Duties
- 4.2. IBC Charter

5. Procedure

- 5.1. Training for the new Chair will typically occur in August before the beginning his/her term.
- 5.2. The training presentation will include the topics covered in IBC-PP-027 and is given by the BSO.
- 5.3. Signatory documentation of training.

6. Associated SOPs

- 6.1. IBC-PP-027 Chair Duties

7. Associated Forms

- 7.1. IBC Chair Training Documentation form

8. References

ORC Standard Operating Procedure

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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 8/24/2015 and approved 9/16/2015

10. Approvals

Reviewed by: _____ Date Reviewed: _____
Biological Safety Officer

Approved by: _____ Date Approved: _____
IBC Chair