

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Visitors During IBC Meeting		
SOP Number: IBC-PP-034	Revision Number: 3	Section: Biosafety
Author: Patricia Cox		Effective Date: 07/20/11

## 1. Purpose

- 1.1. This procedure refers to the IBC only.
- 1.2. The purpose of this procedure is to describe when visitors may be present during an IBC meeting.

## 2. Key Word Definitions

- 2.1. EHS: Environmental Health & Safety Office
- 2.2. IBC: Institutional Biosafety Committee
- 2.3. ORC: Office of Research Compliance
- 2.4. PI: Principal Investigator
- 2.5. Visitor: anyone who is not a member of the IBC, a designated consultant or ORCS/EHS personnel

## 3. Responsibilities and Authorities

- 3.1. Chair: The Chair is responsible for notifying any visitors as to when they must leave the meeting.

## 4. Items Needed

- 4.1. None

## 5. Procedure

- 5.1. Visitors may be present during discussion of general business.
- 5.2. Visitors may be present during the discussions between the PI and the IBC as long as there is no proprietary or confidential information released.
- 5.3. If the PI is not present, visitors may be present during the discussion of the specific application as long as there is no proprietary or confidential information released.
- 5.4. All visitors must leave the room during the final discussion and voting by the IBC.

ORC Standard Operating Procedure

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Visitors During IBC Meeting		
SOP Number: IBC-PP-034	Revision Number: 3	Section: Biosafety
Author: Patricia Cox		Effective Date: 07/20/11

5.5. ORC/EHS support staff such as the biosafety assistant may remain for the final discussion and voting phase of the meeting.

## 6. Associated SOPs

6.1. IBC-PP-005 General Public Comments on IBC Activities

6.2. IBC-PP-024 Public Request and Redaction of IBC Minutes

## 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-(6)

## 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 7/29/15 and approved 9/16/2015

## 10. Approvals

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
Biological Safety Officer

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
IBC Chair