

## MISSISSIPPI STATE UNIVERSITY INSTITUTIONAL BIOSAFETY COMMITTEE CHARTER

### Policy and Purpose

The existence of an Institutional Biosafety Committee (IBC) is required by the National Institutes of Health (NIH) for research involving recombinant and synthetic nucleic acid molecules. The Mississippi State University (MSU) IBC reviews, approves and oversees projects in accordance with the responsibilities defined in Section IV-B-2 of the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*. MSU has expanded the scope of the IBC to include oversight, administration and review of University policies and research involving any microorganism, biologic toxin, or other biologic material which may pose a threat to humans, animals, plants or the environment. The IBC is charged with providing institutional assurance to the Vice President for Research and Economic Development that research is conducted according to current local, state and federal guidelines and regulations relating to the use and disposal of biohazardous material. To this end, the IBC assists and advises researchers in meeting their responsibilities to ensure that all biological aspects of research are conducted in a safe manner using established biosafety standards, principles and practices.

The IBC is sanctioned to withhold authorization of any studies not explicitly approved by the Centers for Disease Control and Prevention (CDC)/*NIH Guidelines* until containment requirements are established.

### Functions and Responsibilities

Functions of the IBC include:

- Review, approve and monitor all MSU research projects involving biohazardous material for which BSL-2 or greater containment and practices are required.
- Review, approve and monitor all MSU research projects that fall under the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*.
- Ensure administration of the biological safety program at MSU.
- Review IBC procedures annually.
- Assess containment levels, facilities, procedures, practices, training and expertise of personnel involved in proposed research in accordance with current biosafety standards.
- Notify the Principal Investigator (PI) of the results of the IBC review and approval process.
- Review and approve MSU policies in accordance with federal regulations and guidelines that cover biological safety and make recommendations to the Vice President on relevant biosafety matters. Review and adopt MSU emergency plans covering accidental spills and personnel contamination resulting from research using potentially hazardous biological materials. Review site safeguards and security plans for biologic materials.
- Review incidents and determine level of significance, level of violation, and assess required action. When appropriate, investigate potential violations of the *NIH Guidelines* or MSU policies, research-related accidents or illnesses involving hazardous biological materials, and any incidents or problems involving hazardous biological materials that may be called to the Committee's attention. Report results of such investigations to the respective responsible Department Head, and to the Biological Safety Officer (BSO) and the Vice President. Report significant problems or violations to the NIH Office of Biotechnology Activities (OBA) as per Section IV-B-2-b-(7) of the *NIH Guidelines* and as per OBA FAQ guidance document on incident reporting.
- Maintain reviews, minutes and reports in an orderly and retrievable fashion.
- Submit an annual report to NIH OBA that includes a current membership roster detailing relevant roles and biographical sketches for new members and updated biographical sketches for existing members.



- Advise department heads, principal investigators and other academic and administrative officers of changes in rules and recommendations of various government agencies relating to biosafety.

### **Specific Functions**

The IBC Chair is responsible for the training of all IBC members.

The Biological Safety Officer is the administrator of the IBC and is responsible for the day-to-day operations of the Biosafety Program.

### **Membership**

Potential IBC members are recommended by the BSO, other IBC members, or by the director of the Research Compliance office. The BSO sends the recommendations to the Vice President for approval and appointment. IBC member appointment terms are three years beginning in August of each year. Terms are staggered such that membership continuity is maintained. Terms are renewable with no limit to the number of renewals.

The IBC Chair shall be: a full member of the IBC and appointed by the Vice President. The Chair shall serve a term of two years renewable with no limit to the number or renewals. Near the end of each second year term, the BSO shall consult with the Chair regarding renewal of the appointment as Chair and shall make a recommendation to the Vice President for renewal or replacement.

The IBC Vice-Chair shall be: a full member of the IBC; nominated by a member of the IBC; and elected by a simple majority vote. The Vice-Chair shall serve a term of one year renewable with no limits. Election of Vice-Chair shall be conducted annually in August. In the absence of the Chair, the Vice-Chair will perform Chair duties.

The BSO is a permanent voting member appointed by the Vice President.

The Research Compliance director is a permanent non-voting member appointed by the Vice President.

The EHS director is a permanent non-voting member appointed by the Vice President.

### **Composition**

The IBC is composed of no fewer than five voting members from the MSU community with the collective experience and expertise to assess the safety of research involving biohazardous material. The specific areas of expertise can be found in the *NIH Guidelines* Section IV-B-2-a.

At least two additional members, called “community members”, shall be appointed from the local community by the Vice President and cannot be affiliated with the University apart from their membership on the IBC. Community members are not expected to act as primary reviewers for research proposals.

The IBC may use consulting experts to execute its responsibilities or acquire needed expertise for select tasks. Consultants are not IBC voting members unless nominated and appointed as previously described. Consultants are held to the same standards for conflict of interest and confidentiality as voting members of the IBC.

### **Meetings**

The meeting format should facilitate the taking of minutes and accommodate public attendance. Acceptable approaches for satisfying the *NIH Guidelines* include face-to-face meetings and the use of technology such as teleconferencing or videoconferencing. Meetings are open to the public, and minutes will be provided upon request in accordance with state and federal laws and MSU policy.

The IBC will conduct meetings on a monthly basis and as needed for the conduct of business. A proposed agenda will be developed and distributed before each meeting. Meetings will proceed and official business be conducted only when a quorum, defined as more than half of the voting members, is present. All research subject to the *NIH Guidelines* must be reviewed at a convened meeting of the IBC with a quorum present. Meeting minutes will be taken to accurately reflect the topics of discussion. Minutes will be reviewed, approved by the members and maintained on file.

**Attendance and Participation**

If an IBC member fails to attend three or more monthly meetings during an annual term (August through July) or fails to participate in reviews of research, the IBC Chair may consult with the RC Director and the BSO to recommend the member's release and replacement by the Vice President.

**Confidentiality**

All business of the IBC shall be subject to disclosure according to MSU policy, the *NIH Guidelines* and the Freedom of Information Act. Research reviews and other business of the IBC shall be conducted in compliance with these policies, guidelines and laws in such a manner as to preserve the academic freedom and confidentiality of the processes, participants and stakeholders to the extent possible.

**Conflicts of Interest**


1. No member of the IBC may review or vote on a project with the following conflicts: Institutional conflict of interest
2. Conflicts of commitment
3. Individual conflicts
  - a. Financial
  - b. Competing

**IBC Charter Approval**

IBC members will review proposed changes to this Charter and make recommendations regarding adoption of the changes. The BSO will submit the IBC recommendations to the Vice President for approval.

revision 2 (4-4-13)

revision 3 (7.27.15)



Vice President for Research and Economic Development

10-20-15

Date