

Institutional Biosafety Committee Charter

I. Scope

Syracuse University's Institutional Biosafety Committee (IBC) provides professional knowledge and analytical expertise to help ensure University research and teaching activities involving biohazardous materials are conducted in a safe manner, compliant with applicable regulatory standards and guidelines, and the University's Biosafety Program. The IBC is charged with evaluating risks and approving research and academic use of biohazardous materials, including:

- Recombinant and Synthetic Nucleic Acid Molecules covered by the *NIH Guidelines*
- Human Materials (including cells, fluids, tissues, organs, stem cells, etc.)
- Human Pathogens (including bacteria, fungi, virus, etc.)
- Regulated Animal and Plant Pathogens (USDA and APHIS)
- CDC/USDA Select Agents and Toxins (including exempt quantities of Select Agents and Toxins)

The IBC functions with authority from the University's Vice President of Research.

II. Committee Responsibilities

The IBC shall:

1. Carry out all the functions required of an Institutional Biosafety Committee as defined in the National Institutes of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acids (*NIH Guidelines*), including reviewing applications for research involving recombinant or synthetic nucleic acid molecules to ensure that the research conforms to the *NIH Guidelines*.
2. Review and approve applications for use of biohazardous materials. Confirm activities and protocols proposed in the Applications are consistent with the NIH Guidelines, CDC/USDA Select Agent and Toxins rules, the University's Biosafety Program, and applicable standard protocols and best management practices, prior to approval. A majority vote from the voting IBC members is required for approval of a Biohazardous Materials Use application.
3. Advise the Vice President for Research (VPR), Provost, and University leadership on matters related to the use of biohazardous material, as needed, or requested.
4. Provide guidance and support to the Biosafety Officer and Environmental Health and Safety Services in carrying out biosafety related mandates and initiatives.
5. Establish requirements, standard operating procedures, and best management practices, to support the safe and compliant use, storage, handling, research, etc. of biohazardous material.
6. Periodically assess compliance relating to the possession and use of biohazardous material and review the annual biosafety assessments conducted by the Biosafety Officer to confirm activities are being conducted safely and compliantly.
7. Review and recommend infrastructure requirements to support compliance and provide the appropriate level of safety for biohazardous material activities to be conducted.

8. Review biohazardous material incidents, injuries and near misses and review, recommend and support appropriate corrective actions.
9. Report significant violations of the *NIH Guidelines* and any significant suspected or alleged violations of protocols, external regulations, University policies, or required biosafety practices to the Office of Research Integrity and Protections (ORIP), the appropriate institutional official, and when necessary to the NIH Office of Biotechnology Activities.
10. In cooperation with the ORIP, recommend and require remedial action to correct any violation of *NIH Guidelines*, external regulation, University policy or required biosafety practices.
11. Review and recommend, in consultation with medical professionals, the need for medical surveillance of individuals working with biohazardous materials as appropriate.
12. Maintain written records of all IBC meetings, actions, decisions, and recommendations.

III. Biosafety Officer Responsibilities

The Biosafety Officer (BSO) in conjunction with EHSS is responsible for the following:

1. Review and evaluate submitted applications for use of biohazardous material and associated standard operating procedures (SOPs).
2. Develop and provide Biosafety Training and Bloodborne Pathogen Training.
3. Conduct annual biosafety assessments of laboratories with approved biohazardous materials.
4. Participate and attend IBC meetings as a voting member.
5. Coordinate emergency response and investigate incident and near misses involving biohazardous materials and direct implementation of necessary corrective actions.
6. Maintain an accurate inventory of biohazardous materials that are stored and/or used at the University.

The BSO has the authority to immediately suspend, restrict, or close any biohazardous material activity that presents a serious, confirmed or perceived, hazard to the health, safety, or welfare of persons, property, or the environment, or a clear or threatened violation of regulatory codes, laws, or requirements of University policy.

IV. Membership

IBC members are appointed by the Vice President of Research.

The IBC membership will minimally consist of the following representatives:

- The University Biosafety Officer
- The Student Health Services Medical Director
- Faculty and lab personnel from laboratories and departments conducting research involving biohazardous materials and/or recombinant nucleic acid molecules
- Two non-affiliated members
- The Director of the Office Research Integrity and Protection Services (non-voting)
- The Director of Environmental Health and Safety Services (non-voting)
- Ad hoc consultants, as necessary, to review research outside the expertise of current members

Each IBC member is responsible and accountable for the following:

1. Review all meeting agenda items, including applications, reports, reviews, SOPs, etc., in advance of scheduled meeting and be prepared to participate in discussion and vote as needed.
2. Attend meetings on a routine basis.
3. Attend and participate in trainings, conferences, seminars, etc., as necessary, to enhance knowledge and stay current with regulations, standards of care and trends related to biosafety principles and practices.
4. Review submitted applications for use of biohazardous materials. IBC members with a conflicting interest in a particular application presented to the IBC for review may not participate in any portion of the review of research activities except to provide information requested by the IBC and must recuse themselves from the meeting during the IBC's deliberative discussion.
5. Participate in subcommittees and attend laboratory biosafety assessments and site visits, as needed.
6. Assist with promoting biosafety principles and practices to peers and the University community.
7. All information associated with the IBC is confidential and proprietary ("Confidential Information"). Members shall not disclose Confidential Information to any third party and shall not make or use copies of any IBC documents or the Confidential Information in whole or part for any purposes other than as needed to serve as a member of the Syracuse University IBC.

II. Meetings:

1. The IBC meets quarterly to review new or renewal applications and amendments to current IBC approved protocols. A meeting may be cancelled in the absence of agenda items.
2. A quorum shall consist of at least one-half of the IBC's voting membership, which must include the Biosafety Officer or designee. All issues requiring IBC action or vote are decided based on the majority opinion of all voting members of the IBC.
3. IBC meeting times, dates, locations, and minutes are available to the public upon request.