



SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Institutional Biosafety Committee

IRB Policy #	230
Policy Title	Biological Safety Officer Responsibilities
Date Approved	November 20, 2025
Date Reviewed	
Scope	This policy applies to research under the oversight of the Southern Illinois University Institutional Biosafety Committee.

Policy Purpose

This policy describes the responsibilities of the Institutional Biosafety Officer (BSO).

Policy Definitions

NIH Guidelines means the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*; the set of regulations detailing safety practices and containment procedures for research involving recombinant or synthetic nucleic acid molecules, including the creation and use of organisms and viruses containing recombinant or synthetic nucleic acid molecules.

r/sNA refers to recombinant or synthetic nucleic acid molecules. These molecules are subject to the federal *NIH Guidelines* cited above.

Regulated Activities include any research, teaching, and/or contracted service activity with r/sNAs or biological hazards conducted by SIUC faculty, staff, volunteers, and students.

Policy Statement

The Institutional Biosafety Officer (BSO) is a role required by the NIH to oversee certain research with recombinant or synthetic nucleic acid materials (r/sNAs) and with certain other biological hazards. The BSO works in concert with the Institutional Biosafety Committee (IBC) as directed by the Institutional Officer (IO).

General Procedures

The BSO will serve as a committee member on the IBC.

In cooperation with the IBC chair and ORC, the BSO will conduct preliminary reviews of submitted Memoranda of Understanding and Agreement (MUA) for work with regulated materials, in preparation for submittal for the Committee's consideration.

The BSO will periodically inspect laboratories to ensure that approved activities are being conducted as described in the MUA in a safe manner.

The BSO will report to the Committee any significant problems, any deviation from the NIH Guidelines, and any significant related accidents or illnesses which may arise from work with

regulated materials.

The BSO will develop emergency response plans for unintentional release of regulated materials, and for possible personnel exposure to r/sNAs and biological hazards.

The BSO will provide advice to the Committee and the Principal Investigator as to laboratory security and research safety issues for work with r/sNAs and other regulated activities.

In the absence of the Committee Chair, or the recusal of the Chair from a meeting due to conflict of interest, the BSO will fulfill that role for Committee meetings.

References

National Institutes of Health. (2024). *NIH guidelines for research involving recombinant or synthetic nucleic acid molecules*. https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.pdf