SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Institutional Biosafety Committee

IRB Policy #	**250**
Policy Title	**Duties and Responsibilities of IBC Members**
Date Approved	
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 members of the Institutional Biosafety Committee (IBC).

Policy Definitions

BMBL refers to the current edition of the *Biosafety in Microbiological and Biomedical Laboratories*, published by the CDC. The BMBL provides recommended guidance and best practices for the safe handling of biological hazards in laboratory settings.

MUA refers to a Memorandum of Understanding and Agreement, which is a document submitted to the IBC for review and approval of work with r/sNAs or pathogenic microorganisms.

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.

Policy Statement

The members of the IBC are responsible for the initial and continuing review of MUA applications, proposals, and activities, including MUA amendments, incident reports, and administrative actions. The Committee structure and responsibilities are described in Policy 210.

Members will review proposals related to r/sNAs and regulated plant and animal pathogens, in compliance with the NIH Guidelines.

General Procedures

Members will review MUAs, amendments, reports of incidents, and other information sent to them by the Chair or ORC. Voting members will attend the majority of meetings and will communicate with ORC if they cannot attend a meeting.

Members will use their professional expertise to review the classification of biosafety level, and to assess risks involved with unintentional release or human exposure to r/sNAs and/or plant or animal toxins involved in the proposed work. Members will regularly review the emergency response plans. Members will be familiar with the CDC requirements as listed in the BMBL for laboratory biosafety level criteria, including standard microbiological practices and laboratory facilities. Committee members will maintain up-to-date CITI certification for the Institutional Biosafety Committee Member Training Course modules. The Biosafety Officer and IBC Chair will maintain up-to-date CITI certification for the Biosafety Officer Training - Basic/Initial Course modules.

No member may be involved (except to provide information) in the review or approval of a project in which they have or expect to be engaged, or in any project in which they have a direct financial interest. Members will recuse themselves following committee discussion, before voting begins, and will return when voting for the proposal is complete.

Committee members shall handle all materials and information associated with IBC activities responsibly. While many committee materials are publicly available, members are expected to respect the sensitivity of non-public information, draft documents, and committee deliberations and to refrain from inappropriate disclosure or use of outside official committee functions in accordance with applicable laws and institutional policies.

IBC members must submit a current curriculum vitae (CV) or resume on an annual basis for inclusion in the IBC registry and are responsible for completing and maintaining any required or applicable training necessary to fulfill their committee responsibilities in accordance with institutional and regulatory requirements.

References

Centers for Disease Control & National Institutes of Health. (2020). Biosafety in microbiological and biomedical laboratories (6th ed). https://www.cdc.gov/labs/pdf/SF__19_308133-A_BMBL6_00-BOOK-WEB-final-3.pdf

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