

Institutional Biosafety Committee (IBC) By-Laws

Charge to the IBC

The University of the Sciences in Philadelphia's IBC is charged with the responsibility for review and approval of recombinant DNA research protocols.

IBC Membership

IBC members are nominated by their respective Chairs or Department Heads.

The IBC is comprised of no fewer than five members so selected that they collectively have experience and expertise in areas in which research activities with recombinant DNA are conducted. The committee has the following representation:

- No less than one Faculty member, who conducts or has conducted research with recombinant DNA,
- A Biological Safety Officer,
- No less than one research technical staff member,
- Faculty with expertise in plant and animal recombinant DNA when experiments utilizing plants and animals are under review,
- No less than two community members not affiliated with the University.

A quorum of 4 members shall be required to conduct the business of the Committee.

Membership in the IBC requires a minimum three-year period of service. All terms are automatically renewed.

If for any reason a member is unable to complete the term of membership, the member shall submit a written resignation to the IBC Chair.

No member of the IBC may be involved, except to provide information requested by the IBC, in the review or approval of a project in which he/she has been or expects to be engaged or has a direct financial interest.

All voting members will be registered with the National Institutes of Health (NIH) pursuant to the NIH Guidelines for Research Involving Recombinant DNA Molecules. Information provided in the registration will include:

1. Name, Department and Professional Title,
2. Business contact Information,
3. A Curriculum Vitae, Resume, or NIH Biosketch.

Responsibilities

Review and approve grants involving recombinant DNA research. This will include the following responsibilities:

- Establish review procedures. Conduct initial review and approve or disapprove all proposals involving recombinant DNA research. Investigators will be notified of committee decisions.
- Full approval requires a simple majority vote at a meeting at which a quorum is present.
- The IBC will not authorize initiation of experiments, which are not explicitly covered by the referenced rules, policies, and guidelines until NIH establishes the containment requirements.
- Set containment levels and modify containment levels for ongoing experiments as warranted.
- Implement contingency plans for handling accidental spills and personnel contamination resulting from recombinant DNA research.
- Report to NIH Office of Biotechnology Activities (OBA) within 30 days, any substantial problems or violations of the NIH guidelines. Also, report significant research related accidents or illnesses.
- Research activities that do not use recombinant DNA molecules as defined by the NIH guidelines and are limited to the use of risk group 1 biological material and therefore require only biosafety level 1 containment are reviewed and authorized by the IBC Chair and one committee member with recombinant DNA experience, upon registration.
- As needed, the IBC must include ad hoc consultants to assist in the review of pending applications where the IBC members do not have the expertise.

Meeting Schedule

Meetings will be held as necessary, commensurate with the volume of protocols needing review, the nature and risks of the research, and the need for continuing oversight. Minutes shall be recorded for every meeting.

Training of IBC Members

All new IBC committee members must be provided training information on the IBC's roles, responsibilities, and requirements. Training is the responsibility of the IBC Chair.