

Institutional Biosafety Committee Charter

Effective Date: 07/02/07

Revised 01/27/2011

Office of Origin: Vice President for Research

I. Purpose

The University at Buffalo Institutional Biosafety Committee (IBC) has been established to ensure that all recombinant DNA research conducted at or sponsored by the State University of New York at Buffalo is conducted in accord with the NIH Guidelines for Research Involving Recombinant DNA Molecules.

The Institution Biosafety Committee (IBC) has also been charged with advising the Provost and the Office of Environment, Health and Safety Services (EH&S) to ensure the safe conduct of research using infectious agents as well as recombinant DNA technology.

II. Definitions

- A. Recombinant DNA technology shall mean any manipulation of genetic material capable of replication (DNA, RNA, Prions) by engineered methods not normally associated with replication of the natural genome.
- B. Infectious agents shall mean any organism capable of causing disease in normal host organisms. Host organisms shall include humans, animals (vertebrate and invertebrate) and plants

III. Policy

The Biosafety Committee recommends to the Vice President for Research policies and procedures to provide adequate precautions and safeguards necessary to protect research personnel using etiologic agents and to prevent release into the environment of these materials. The Biosafety Committee, in collaboration with the Biosafety Officer reviews and approves all research facilities and procedures for appropriate containment of biological material, including microorganisms, whole animals and plants. The Committee reviews and approves use of recombinant DNA technology to assure compliance with NIH Guidelines.

IV. Responsibility

A. Vice President for Research

The Vice President for Research

1. The Vice President for Research, as the designated Institutional Official, appoints the Biosafety Committee members who shall be qualified through experience and expertise to oversee the Institution's Biological Safety Program.
2. May delegate the daily operations regarding biosafety as appropriate.

B. Biosafety Committee

It is the responsibility of the Biosafety Committee to:

1. Review and approve technical and safety-related aspects of research protocols involving the use of recombinant DNA and infectious agents;
2. Carry out the functions of the Institutional Biosafety Committee as identified in the current NIH Guidelines for Research Involving Recombinant DNA Molecules;
3. Limit or revoke, as authorized by the Vice President for Research, an investigator's authority to use biohazardous materials if such use presents a hazard to individuals, the community or the environment or violates health and safety codes;
4. Perform other duties to fulfill its charge, as may be required by the Vice President for Research.

C. Biosafety Officer

The University at Buffalo's Director of Environment, Health and Safety Services shall appoint a Biosafety Officer who shall carry out the duties as described in the NIH "Guidelines for Research Involving Recombinant DNA Molecules. This individual shall be a member of the Department of Environment, Health and Safety Services. The Biosafety Officer of EH&S provides technical support to the Biosafety Committee, including biological laboratory inspection and approval, consultation, education, and services as a liaison with regulatory bodies.

D. Principal Investigator

In using etiologic agents or recombinant DNA technology, principal investigators must conduct their research in compliance with accepted standards of safe laboratory practice and any conditions of approval required by the Biosafety Committee or the Biosafety Officer of EH&S.

V. University at Buffalo Biosafety Committee By-laws

A. Membership:

The University Biosafety Committee shall be comprised of no fewer than eight members so selected that they collectively have experience and expertise in recombinant DNA technology, microbiology and biological toxins and the capability to assess the safety of biological research and to identify any potential risk to public health or the environment. At least two members shall not be affiliated with the institution (apart from their membership on the University Biosafety Committee) and who represent the interest of the surrounding community with respect to health and protection of the environment (e.g., officials of state or local public health or environmental protection agencies, members of other local governmental bodies, or persons active in medical, occupational health, or environmental concerns in the community). The committee may utilize advisors with specialized expertise as needed to assure that research hazards are addressed.

The Director of Environment, Health and Safety, the University Biosafety Officer and the Associate Vice President for Research shall serve as “Ex Officio” members.

Members shall be appointed by the Vice President for Research from recommendations offered by the IBC. The VP for Research shall appoint the Chair of the IBC. Members are appointed for a term of three years. Appointments are renewable.

B. Meetings:

1. The meetings shall be called by the Chairperson
 - a. The Committee routinely meets monthly. The committee shall meet at least four times a year (quarterly).
 - b. Minutes of the meetings shall be kept by the Secretary and shall be available to the public upon written request to the chair of the IBC
 - c. Meetings shall be generally open to the public, but may be restricted at the direction of the chair if proprietary information may be disclosed during the course of the

meeting, or if issues of privacy including medical confidentiality are to be discussed.

2. Approval of submitted research protocols requiring IBC approval simultaneous with or prior to initiation of work or submission to NIH Recombinant DNA Advisory Committee (RAC) shall be by simple majority vote of members present at meeting or submitted to the Secretary by electronic communication.
3. Approval of other IBC business shall be by simple majority of members present
4. Quorum shall be majority of current membership.
5. Business (including protocol review) may be carried out electronically using currently available technology. The rules governing meetings as described in this document shall be applicable to this format.

VI. Relationships to other University Committees:

1. The IBC shall provide support and work closely with the Institutional Review Board (s) (IRB) and the Institutional Animal Care and Use Committee (IACUC) in matters relative to Biosafety.
2. The Biosafety Officer shall review all proposals to the IACUC where a biohazard exists and present a written opinion to that committee and to the IBC
3. The IBC shall work closely with the IRB in matters of Human Gene Therapy as outlined in the NIH guidelines.

VII. References

- University at Buffalo Campus Commitment to Safety
- Biosafety in Microbiological and Biomedical Laboratories, Centers for Disease Control (CDC) 5th Edition, 2007
- Guidelines for Research Involving Recombinant DNA Molecules April 2002
- University at Buffalo Biosafety Manual
- University at Buffalo Environment, Health and Safety Web Site
- *Use of Department of Health and Human Services Select Agents*