CARILION INSTITUTIONAL BIOSAFETY COMMITTEE (IBC) CHARTER
Version Date: 11/02/2016

PURPOSE

The Carilion Institutional Biosafety Committee (IBC) exists to support the safe conduct of biologic-related research at Carilion.

SCOPE

The Committee promotes policies and procedures that assure the safe and efficient conduct of biologic-related research throughout Carilion managed facilities.

MEMBERSHIP

In accordance with the NIH guidelines, the IBC is comprised of no fewer than five members so selected that they collectively have experience and expertise in recombinant DNA technology, biological safety, physical containment, as well as technical and practical knowledge in the different sciences where biological hazards may be present. The IBC will also have the capability to assess the safety of recombinant DNA research and to identify any potential risk to public health or the environment. The committee shall consist of at least two (2) faculty members (chair and Ph.D. or M.D. researchers), two (2) community representatives, one (1) laboratory/facility representatives, and ex officio members. Quorum has been set as the attendance of a minimum of five (5) members. The Chair of the IBC will be a basic scientist appointed by the Carilion Vice President for Academic Affairs or designated Institutional Official for research. Membership may include representatives from Carilion, Virginia Tech Carilion School of Medicine (VTCSoM), Virginia Tech Carilion Research Institute (VTCRI), Virginia Tech, the Jefferson College of Health Sciences, and the members from the community. The IBC reports to the Vice President for Academic Affairs at Carilion.

TERMS AND VOTING RIGHTS

There are no restrictions on the terms of appointed members, but members must provide an updated CV and CDA upon joining the IBC and at least every two (2) years thereafter. All members have the right to vote.

MEETING SCHEDULE

At least quarterly (4 times a year), and additional meetings scheduled as needed for new protocol submissions and/or safety reviews.

AUTHORITY

The Institutional Biosafety Committee has the authority to evaluate protocols and make recommendations for improvement to researchers and Carilion facilities; review research and teaching activities and facilities for compliance with regulations and standards of practice, as needed; obtain information and input regarding biohazard practices from faculty/staff upon request; terminate, suspend, or modify lab procedures or activities which violate federal, state, or local regulations or Carilion policies/procedures regarding biohazardous materials; ensure proper incident reporting;

OVERSIGHT

- Perform periodic reviews and/or require modifications of recombinant DNA and/or biohazardous research and research facilities at Carilion facilities to ensure compliance with the NIH Guidelines and other government regulations.

- Notify the Principal Investigator of the results of Carilion IBC reviews and approvals.

- Establish and oversee the development and implementation of a research safety program to incorporate safety practices and procedures related to clinical and basic science research protocols.

- Monitor the research (protocols) conducted in the Carilion Basic Science Research Lab on a quarterly basis as presented by the Basic Science Research Lab Manager.

- Independently assess the containment levels of the work within the institution, as required by the NIH and CDC Guidelines, for all experiments, including those involving whole plants and/or animals, cell cultures, tissues, human-derived materials, biological toxins, infectious agents, and regulated pathogens.
    - Carilion research staff-members are not currently approved to work with radioisotopes and animal models in the Carilion Basic Science Research Lab.

- Assess the facilities, procedures, practices, and training and expertise of personnel involved with biohazardous research.

- Adopt emergency plans covering accidental spills and personnel contamination resulting from recombinant DNA research and biohazardous materials.

- Report significant problems with or violations pertinent to OSHA Laboratory guidelines, NIH Guidelines for Research involving recombinant DNA Molecules and Carilion Institutional policies, along with any significant research related accidents or illnesses and the appropriate institutional official, and when necessary to state and federal authorities.

- Provide direction with regard to the training and education of researchers who will participate in clinical and basic science research in Carilion managed facilities.

- Promote liaisons with outside organizations to develop research and educational programs that enhance the research mission of Carilion.

- Insure that the Carilion research enterprise follows state and federal standards in the establishment of basic and clinical research and complies with the policies and procedures developed by the Carilion IBC.

- Monitor research safety through oversight by the Carilion IBC.

- Investigate non-compliance by Laboratory manager; report non-compliance to Senior Director of Research and Development; make recommendations toward suspension or termination of research that is not being conducted in accordance with the R&D/Carilion IBC requirements/policies/guidance(s), and/or revocation of an Investigator's privileges to use the Basic Science Research Lab for repeated non-compliance after consultation with Vice President for Academic Affairs.