

## ***Boston University Institutional Biosafety Committee Charter***

Boston University (BU) and Boston Medical Center (BMC) are committed to the safe use of biological materials in research and to safeguard laboratory workers, the public, and the environment from potentially hazardous biological agents without unduly limiting academic research. Cultivating a safe working and learning environment is a shared responsibility that requires all individuals working with biohazardous material to recognize their obligation to have appropriate training and to comply with University policies and procedures.

### **Scope of Committee Oversight**

The Institutional Biosafety Committee's (IBC) scope extends to BU and Boston Medical Center (BMC) and to all laboratories affiliated with, served by, owned, or controlled by BU.

### **Committee Responsibilities**

The IBC is an institutional committee created under the National Institutes of Health (NIH) Guidelines to review research involving recombinant and synthetic nucleic acid molecules (rDNA). The IBC also reviews all research involving biohazardous materials and has overall oversight and responsibility for the Biosafety program at BU and BMC. The IBC carries out these functions pursuant to requirements set forth by the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), the City of Boston Public Health Commission (BPHC), the Massachusetts Department of Public Health (DPH), and Boston University.

It is the responsibility of the IBC to:

- Review technical and safety-related aspects of the use of recombinant or synthetic nucleic acid molecules, infectious agents and any other biohazardous agents;
- Develop and maintain a safety and operations manual for use of etiologic and other potentially biohazardous agents;
- Certify that facilities, procedures, and practices have been reviewed and approved;
- Promulgate a Biosafety program in conjunction with the Director of Research Safety that satisfies federal, state, and local laws and regulations;
- Limit, suspend or revoke an investigator's authority to use Biohazardous materials if such use presents a hazard to individuals or violates health and safety codes;
- Review the potential of research protocols for any possible Dual Use Research of Concern (DURC) and facilitate remedial actions;
- Implement the provisions of the use of Department of Health and Human Services Select Agents and Toxins;
- Perform other duties to fulfill its charge, as may be required by the Associate Vice Provost of Research Compliance (AVPRC).

The IBC will advise and collaborate with other standing committees, including but not limited to: the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), the Dual Use Research of Concern Review Committee (DURRC), the Laboratory Safety Committee (LSC), and any additional relevant BU Committees and subcommittees.

### **Composition of the Committee**

Members are appointed by the AVPRC in consultation with leadership from BU and BMC. All members are appointed for three-year renewable terms, as determined by the AVPRC. The committee's composition is intended to be representative of the laboratories within its scope of oversight and includes members representing both BU and BMC.

BU IBC adheres to the recommendation of the NIH Guidelines Section IV-B-2-a-(1) on the structure of the committee and is composed of:

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- No fewer than five (5) members with collective experience and expertise in recombinant and synthetic nucleic acid molecule technology, the capability to assess research safety, and to identify any potential risk to public health or the environment;
- At least two (2) community members that are not otherwise affiliated with BU;
- Animal containment expert;
- Plant Research expert (when plant research is ongoing);
- Biosafety Officer;
- If needed, appropriate scientific expertise from BU or an outside organization may be added to the committee on an adhoc basis at the Chair's discretion.

In addition to the committee members required by the NIH guidelines, the BU IBC ordinarily also includes senior or key members from the following offices that significantly contribute to the health, safety and welfare of University workforce members:

- BU Research Occupational Health
- BU Environmental Health and Safety
- BU Facilities and Management

### **IBC Member Responsibilities**

IBC Members are expected to attend all scheduled meetings, which may be held in person, or via video conferencing, as necessary. Members who are assigned to review and present protocols are expected to review all information provided and send a written report to the IBC office ordinarily within five (5) days before the next scheduled meeting. Designated committee members who are unable to attend a meeting may send their comments to the IBC office which may be read by a secondary reviewer or the Chair at the meeting.

Members of the IBC, including the Chair, may not be involved in reviewing any protocol in which they have a conflict of interest (i.e. financial or otherwise, serving as PI or research personnel), and may not be present for the vote on protocols in which they have such conflicts. IBC members must maintain confidentiality of information they receive in their role on the committee and may not disclose or use the information for any purpose other than to serve on the IBC.

### **IBC Meetings**

The convened IBC ordinarily meets on a monthly basis, at such times and frequency it determines to be necessary or appropriate, or at the discretion of the Chair. A quorum shall be a majority of voting members (fifty percent plus one).

### **Agenda, Minutes and Reports**

The Chair, with assistance from Research Compliance staff, shall be responsible for establishing the agenda for convened meetings. The agenda, drafted minutes, and relevant materials will be sent to IBC members at least five (5) business days in advance of the meeting. Meeting minutes shall be drafted by Research Compliance staff and approved by committee members at the following meeting. Members should report biosafety issues and initiatives within their domain to the IBC and in return, should communicate IBC activities to other members of their departments.

### **IBC Charter Approval**

The IBC Charter and any subsequent amendments to the Charter are reviewed by the members in a regularly convened meeting and will vote on its approval.