University of Central Florida
Institutional Biosafety Committee

Charter and General Operating Procedures

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PURPOSE

It is policy of the University of Central Florida (UCF) to provide a safe environment to live, learn, teach, work, and visit. This goal is achieved through a comprehensive health and safety program that effectively trains, communicates, and implements safe work practices to reduce or eliminate any risk of working with biological hazards. An essential element of the health and safety program is the Institutional Biosafety Committee (IBC). The IBC at UCF is established in accordance with the *National Institutes of Health (NIH) Guidelines*, to serve as a local oversight and an advisory resource for the University Provost, research staff, and community on issues involving the use, storage, and disposal of recombinant or synthetic nucleic acid molecules, select agents, and risk group 2 (RG-2) or higher pathogens.

The University's IBC is composed of scientists, clinical investigators, UCF administrators, and community representatives. It forms the specific governing structure for proper containment, handling, and risk assessment used for working with biohazardous material on campus. The IBC identifies, develops, and implements procedures ensuring that the highest practical degree of safety and health is maintained within the University's biological research community. Biological issues that arise are communicated and resolved through advice and recommendations from the IBC to university administration and Environmental Health & Safety (EHS).

DEFINITIONS

A. University Administration - The President, the Provost and Executive Vice President, the Vice President for Administration and Finance, the Vice President for Research and Commercialization, the Associate Vice President for Administration and Finance (Facilities and Safety), and the Chief Compliance and Ethics Officer.

B. University Community - consists of students, faculty, and staff affiliated with or employed by the University as well as visitors.

MEMBERSHIP

Institutional Biosafety Committee Composition:

A. Voting Committee Members (9):

1. Six members with expertise in recombinant or synthetic nucleic acid molecule technology and the capability to assess the safety requirements and identify public

health or the environmental risks associated with recombinant or synthetic nucleic acid molecule research shall be appointed by the Provost or his/her designee.

- The Chairperson of the committee will be selected among the committee membership by the Provost or his/her designee.
- At least one individual with expertise in animal containment and confinement practices must be included for research outlined in Appendix Q, *Physical and Biological Containment for Recombinant or Synthetic Nucleic Acid Molecule Research Involving Animals* in the *NIH Guidelines*.
- At least one individual with expertise in plant, plant pathogen, or plant pest containment principles must be included in the IBC for research outlined in Appendix P, *Physical and Biological Containment for Recombinant or Synthetic Nucleic Acid Molecule Research Involving Plants* in the *NIH Guidelines*.
- Members will serve a term of five years and can be reappointed for additional terms.
- An alternate member with voting privileges may be appointed for a specific committee member. This alternate member shall only vote in the absence of the member for whom he/she has been appointed to serve as an alternate.

2. At least two members who are not affiliated with the University to represent the interests of protecting the health and safety of the surrounding community and environment.
3. Biological Safety Officer.

B. Non-Voting Members:

1. Any member of the university administration may recommend to the Chairperson individuals who have a special interest and/or expertise to serve as non-voting advisors/ad hoc consultants to the committee.
2. The Chairperson may also recommend individuals who have a special interest and/or expertise to serve as non-voting advisors/ad hoc consultants to the committee.

PROCEDURES

A. The responsibilities of the IBC include, but are not limited to the following:

1. Performs functions of an IBC as specified in the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules.*
2. Reviews recombinant or synthetic nucleic acid molecule research conducted or sponsored by the University for compliance with the *NIH Guidelines* and approve research projects that are found to conform to the *NIH Guidelines*. In the event where NIH has not established the risk group designation and containment for a pathogen that is not explicitly covered by the *NIH Guidelines*, the IBC may not authorize initiation of experiments until NIH establishes the containment requirement for that pathogen.
3. Notifies Principle Investigators (PI) of the decisions of IBC review and approval.

4. Lowers containment levels following thorough risk assessments for certain experiments as specified in Section III-D-2a of the *NIH Guidelines.*
5. Sets containment levels as specified in Sections III-D-4-b and D-5 of the *NIH Guidelines.*
6. Reviews periodically the recombinant or synthetic nucleic acid molecule research conducted at the University to ensure compliance with *NIH Guidelines.*
7. Adopts emergency plans covering accidental spills and personnel contamination resulting from recombinant and synthetic nucleic acid research.
8. Reports any violations of the *NIH Guidelines*, significant issues in biosafety procedures and any significant research-related accidents or illnesses to the appropriate institutional official and NIH Office of Biotechnology Activities (OBA) in accordance with the *NIH Guidelines.*
9. Reviews and approves research involving Select Agents and Toxins including exempt quantities, and any pathogenic microorganisms that require biosafety level 2 (BSL-2) or higher containment to comply with federal, state, and local requirements.
10. Reviews research identified as dual use research of concern and ensures compliance under United States Government Policy for Oversight of Life Sciences Dual Use Research of Concern.
11. Provides advice and recommendations on biosafety policies concerning recombinant or synthetic nucleic acid molecule research as well as research involving select agents and toxins and pathogenic microorganisms and toxins that require BSL-2 or higher containment.
12. Establishes working groups and appoints ad hoc consultants to the committee as deemed necessary to effectively carry out the duties of the committee.
13. Enforces laboratory or clinical research cessation when regulations outlined in the *NIH Guidelines* and local, state, and federal regulations are not being followed.

B. No member may be involved with the review or approval of a project in which he/she has been or expects to be engaged or has a direct financial interest.

C. IBC meetings shall be held at a minimum of four times per calendar year; once at the beginning of each year and then every 3 months thereafter. Additional meetings may be called at the discretion of the Chairperson.

D. A quorum of 5 members shall be required to conduct all official IBC business.

E. The Biological Safety Officer shall schedule meeting location, date, and time.

F. The Biological Safety Officer shall function as the Executive Secretary of the IBC and shall maintain and distribute meeting minutes to the committee members and the university administration.

G. The Biological Safety Officer shall be responsible for filing the IBC annual report with the NIH OBA.

RELATED DOCUMENTS

A. The following standards have specific requirements for the IBC and for work involving biological agents:
   1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines)*, (http://osp.od.nih.gov/sites/default/files/NIH_Guidelines.html).
   2. Biosafety in Microbiological and Biomedical Laboratories, 5th Edition, CDC and NIH.
   3. UCF Biological Safety Manual.
   4. UCF Laboratory Safety Manual

B. Additional biosafety standards related to work conducted at UCF involving the use of biological agents are summarized below:
   1. Bloodborne Pathogens Standard, Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1030.
   2. Select Agents and Toxins, Health and Human Services (HHS) 42 CFR 121.
   3. Plant Pathogens and Pests, USDA 9 CFR Parts 92, 94, 95, 96, 122 and 130.
   4. United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern.
   5. Importation of Human Pathogens, U.S. Public Health Service (USPHS) 42 CFR 71.
   6. State of Florida Department of Health's biomedical waste regulation, Chapter 64E-16: Biomedical Waste.

C. University policy and regulatory documents:
   1. UCF Regulation UCF-1.014 University Committees.
   2. UCF Policy 3-122 Campus Health and Safety Policy.
   3. Environmental Health & Safety Department Policies and Procedures.

INITIATING AUTHORITY

Provost and Executive Vice President

Approved By:	Date Approved:
Dale Whittaker	3/31/15
Dr. Dale Whittaker Provost and Executive Vice President University of Central Florida	