

Institutional Biosafety Committee Charge

The University of Southern California Institutional Biosafety Committee is mandated under the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* (NIH Guidelines). Section IV-B-2 of the NIH Guidelines states the following:

Section IV-B-2. Institutional Biosafety Committee (IBC). *The institution shall establish an Institutional Biosafety Committee whose responsibilities need not be restricted to recombinant or synthetic nucleic acid molecule research.*

The USC IBC is responsible for creating and enforcing USC policies, practices, and guidelines related to the use of potentially hazardous biological agents such as infectious agents, human and non-human primate materials (including established cell lines), toxins of biological origin, regulated carcinogens, chemotherapy drugs, chemicals used in biomedical research, select agents, recombinant and/or synthetic nucleic acid molecules, and clinical trials involving human gene transfer, the use of potentially infectious materials in humans, or the use of toxins of biological origin in humans. The USC IBC is responsible for ensuring that research conducted using these agents does not endanger USC students and employees, researchers, clinicians, human research subjects, the public, or the environment.

The Institutional Biosafety Committee responsibilities include:

1. Formulating and implementing policies related to the safe use of biological materials and chemicals commonly used in biomedical research;
 - a. Reviewing research protocols involving biological and chemical hazards used in biomedical research;
 - b. Approving or disapproving such projects based on their potential hazard and proposed containment procedures;
 - c. Establishing, approving and monitoring proper laboratory conditions and procedures required for such projects;
 - d. Reviewing the qualifications and training of investigators and laboratory personnel engaged in such research to ensure appropriate laboratory safety techniques are used;
2. Ensuring adoption of proper disposal and decontamination procedures;
3. Adopting emergency plans that cover accidental spills and personnel contamination resulting from research; and
4. Ensuring the investigation and reporting of any significant problems with or violations of proper biosafety procedures.

The USC IBC follows institution-specific guidelines, the NIH Guidelines when reviewing and approving the use of recombinant or synthetic nucleic acid molecules and human gene transfer, and the CDC/NIH document *"Biosafety in Microbiological and Biomedical Laboratories"* (BMBL), in addition to implementing more restrictive guidelines as needed.

The USC IBC meets at least once per month. A quorum consists of either

1. Fifty-one percent of the voting membership, making use of alternates as needed, or
2. The IBC Chair may declare a quorum if at least 5 appointed members are present and include a community member, the BSO and those with suitable expertise to adequately review the protocols being presented for review.

Committee members are selected from USC faculty with expertise in the properties and safe use of the recombinant and synthetic nucleic acids, toxins of biological origin, chemicals used in biomedical research, microbiology, immunology, cell biology or medicine. The faculty members selected to serve on the Committee shall meet the requirements specified in the NIH Guidelines. Members must attend three-fourths of the meetings or they may not be reappointed to the Committee for a subsequent term.

The USC Institutional Biosafety Committee shall consist of at least 12 voting members appointed by the President or her designee. Membership includes, at minimum:

1. Six faculty members who are either physicians, research scientists, or both and are particularly knowledgeable in biomedical research;
2. A Doctor of Veterinary Medicine from Animal Resources;
3. A member representing the Laboratory Technical Staff;
4. Two outside community members;
5. The Institutional Biosafety Officer; and

Ex officio members:

1. Senior Vice President for Administrative Operations
2. Director of the Office of Environmental Health and Safety
3. Deputy Director of Environmental Health and Safety

Ad hoc and alternate committee members will be used for various situations as they arise.

The members shall serve for a term of one year, which may be renewed. The Chair or Co-Chairs shall be designated by the President or her designee and shall be selected from among the faculty representatives on the Committee.

The Committee reports administratively to the President through the Senior Vice President for Administration, and works closely with the Vice President for Research, whose office provides the staff support for the Committee.