

**TITLE:****SAF-100, EMORY UNIVERSITY INSTITUTIONAL BIOSAFETY COMMITTEE CHARTER**

The Emory University Institutional Biosafety Committee (IBC) provides recommendations for safety policy for approval by the President or his/her designee, on matters relating to the control of health hazards associated with the intramural use of Recombinant or Synthetic Nucleic Acid Molecules that may be associated with University activities. The Committee functions include those designated for the IBC in the National Institute of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules.

**1. DUTIES OF THE COMMITTEE**

- 1.1. Recommends policies regarding biosafety matters to the President or his/her designee for approval and implementation by appropriate organizational components and/or by the Environmental Health and Safety Office (EHSO) involving Recombinant or Synthetic Nucleic Acid Molecules.
- 1.2. Provides advice and assistance to the EHSO on matters relating to biosafety policies involving Recombinant or Synthetic Nucleic Acid Molecules.
- 1.3. Identifies substantive research and operational areas where biological health hazards may exist involving Recombinant or Synthetic Nucleic Acid Molecules.
- 1.4. Recommends procedures for approving activities involving Recombinant or Synthetic Nucleic Acid Molecules.
- 1.5. Review of protocols associated with the use of Recombinant or Synthetic Nucleic Acid Molecules.
- 1.6. Serve as an external IBC to specific Emory projects administered offsite.
- 1.7. Performs functions of an IBC as specified in the NIH Guidelines for Research involving Recombinant or Synthetic Nucleic Acid Molecules.
- 1.8. Reviews reports of accidents or other incidents resulting in the exposure of faculty, staff, students or the environment to Recombinant or Synthetic Nucleic Acid Molecules as well as reports of noncompliance with established University policies or regulatory requirements regarding the safe conduct of research or use of these materials.
- 1.9. Establishes working groups and appoints ad hoc members or consultants to the Committee as deemed necessary to effectively carry out the duties of the Committee.
- 1.10. Maintains an effective liaison with the University Occupational Health Advisory Committee.

**2. MEMBERSHIP AND ORGANIZATION OF THE COMMITTEE**

- 2.1. The Committee shall have no less than five (5) members. Each member shall be appointed by the President or his/her designee. One (1) member shall be a non-doctoral staff member from an Emory biomedical laboratory who represents laboratory technical staff. At least two (2) members will be selected from the community and shall have no affiliation with Emory University apart from their membership on the Committee. The Committee will also include the Biosafety Officer. The President or his/her designee may appoint additional members at his/her discretion and the Committee shall meet the

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membership requirements of the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules. In addition, the IBC may appoint an *ad hoc* consultant(s) to the IBC to provide expertise as needed.

- 2.2. The President or his/her designee also may appoint additional persons from any component or discipline in the University to serve in an ex-officio capacity.
- 2.3. The Biosafety Officer will serve as Executive Secretary to the Committee. A designated alternate may serve as Executive Secretary when the Biosafety Officer is not in attendance.
- 2.4. The Chairperson of the Committee will be appointed by the President or the President's designee from among the Committee membership. A Co-Chairperson(s) will be appointed by the President or the President's designee. The Chairperson and Co-Chairperson will each serve concurrent three year terms. The members shall serve overlapping terms of 2 or 3 years duration. The Chairperson, Co-Chairperson(s) and members may be reappointed for additional terms whether consecutive or non-consecutive, at the pleasure of the President or the President's designee.