

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT:	Institutional Biosafety Committee (IBC)
POLICY NUMBER:	IBC-002
REPLACES:	IBC-02 (6/7/06)
EFFECTIVE DATE:	10/15/08
REVISION DATE:	10/15/08
POSTED FROM:	Exempt per RIA-01-14.2.3

TITLE: Responsibilities And Authorities

SUMMARY:

The purpose of this policy is establish clear lines of authority and responsibility between the IBC and Biosafety Officer (BSO) as mandated by the NIH *Guidelines*, Section IV-B-1-c.

POLICY/PROCEDURE:

- 002-1 The President, Research has responsibility for appointing IBC members as follows:
- 002-1.1 The President shall appoint all regular voting members;
 - 002-1.2 The President shall appoint the IBC Chair.
- 002-2 The IBC shall be staffed by the IBC Chair, who serves as the gate keeper of information and communications for the President, the IBC, investigators, and other offices within the Office of Research Support Services (ORSS).
- 002-3 The IBC shall report directly to the President and shall, at a minimum, provide an annual report including:
- 002-3.1 Status of compliance with regulation and policies; and
 - 002-3.2 Recommendations for correcting deficiencies necessary to maintain or achieve compliance; and
 - 002-3.3 Recommendations regarding any aspect of the biosafety program, facilities, or personnel training.
 - 002-3.4 The IBC shall be directly responsible for:
 - 002-3.5 Oversight and evaluation of all aspects of the Seattle Children's Research Institute biosafety program; and
 - 002-3.6 Review of all biosafety protocols (for research and teaching purposes) regardless of funding source; and
 - 002-3.7 Annual review of all approved biosafety protocols; and
 - 002-3.8 Resubmission of all approved biosafety protocols after expiration; and to
 - 002-3.9 Review & investigate concerns about biosafety.

The President shall have the authority to administratively disapprove of any project before or following IBC approval. If a project is administratively disapproved, the President shall address a letter to the IBC Chair and Investigator outlining the reasons for disapproval. The President may not, however, overrule any decision by the IBC to withhold approval of a protocol.

Submitting Office: Institutional Biosafety Committee (IBC)

Approved by:

\\ David Moore 10/15/2008
IBC Chair | Director, Research Technical Operations

\\ James B. Hendricks, PhD 10/15/2008
President, Seattle Children's Research Institute