

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

DEPARTMENT: Institutional Biosafety Committee (IBC)
POLICY NUMBER: IBC-007
REPLACES: IBC-07 (6/7/06)
EFFECTIVE DATE: 10/15/08
REVISION DATE: 10/15/08
POSTED FROM: Exempt per RIA-01-14.2.3

TITLE: IBC Membership and Term

SUMMARY:

The Seattle Children's Research Institute IBC will conduct its business with the participation of regular voting members. The IBC shall at all times be sufficiently qualified through the professional competence, expertise and diversity of its membership to ensure respect for its advice. No member of the IBC shall be involved, except in a consultative capacity, in any review activity in which he or she has a conflicting interest.

POLICY/PROCEDURE:

007-1 Regular Voting Members

007-1.1 As mandated by the *NIH Guidelines*, Section IV-B-2-a-(1), the IBC must be comprised of no fewer than five members so selected that they collectively have experience and expertise in recombinant DNA technology and the capability to assess the safety of recombinant DNA research and to identify any potential risk to public health or the environment. At least two members shall not be affiliated with the institution (apart from their membership on the Institutional Biosafety Committee) and who represent the interest of the surrounding community with respect to health and protection of the environment. To be effective and efficient in its operations, and to be responsive to the research community it serves, the IBC may increase, above the federally mandated minimum, the number of its members in any category.

007-1.2 The IBC shall include at least one individual with expertise in plant, plant pathogen, or plant pest containment principles when experiments utilizing *Physical and Biological Containment for Recombinant DNA Research Involving Plants*, require prior approval by the Institutional Biosafety Committee.

- 007-1.3 The IBC shall include at least one scientist with expertise in animal containment principles when experiments utilizing *Physical and Biological Containment for Recombinant DNA Research Involving Animals*, require IBC prior approval.
- 007-1.4 Non-affiliated members may be scientists or non-scientists recruited from the greater Seattle area. They will represent general community interests in the proper use of bio-hazardous agents.
- 007-1.5 Seattle Children's Research Institute shall ensure that the IBC membership possesses the professional competence and diversity necessary to review research involving bio-hazardous agents.
- 007-1.6 Regular voting members will be appointed for three (3) year terms, renewable for subsequent, consecutive three-year terms as long as the member continues to possess the required qualifications. If a regular member is chosen as the IBC Chair, the duration of his/her membership will be extended automatically to allow completion of the terms of appointment as Chair.
- 007-2 Alternate Voting Members
- 007-2.1 The IBC may appoint alternate members as long as there is a specific one-to-one designation of IBC members and alternates. An IBC member and his/her alternate may not count toward a quorum or act in an official capacity at the same time. Alternates shall receive training similar or identical to the training provided to the regular IBC members.
- 007-3 IBC Chair
- 007-3.1 The IBC Chair shall be a respected, active member of Seattle Children's Research Institute, with appropriate qualifications, knowledge of biosafety and ethical issues, and with a background in regulations relevant to the use of biological materials in research.
- 007-3.2 The Chair will be appointed to a five (5) year term, renewable for two consecutive five-year terms. This allows for natural change as well as providing an opportunity to serve longer than ten (10) years should the institution and the Chair agree.
- 007-3.3 Whenever the Chair is not available, the co-Chair (elected by the IBC membership) shall assume the responsibilities of the Chair during the period of his/her absence.

Submitting Office: Institutional Biosafety Committee

Approved by:

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

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