

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

DEPARTMENT:	<u>Institutional Biosafety Committee</u>
POLICY NUMBER:	<u>IBC-009</u>
REPLACES:	<u>IBC-09 (6/7/06)</u>
EFFECTIVE DATE:	<u>10/15/08</u>
REVISION DATE:	<u>10/15/08</u>
POSTED FROM:	<u>Exempt per RIA-01-14.2.3</u>

TITLE: Record Keeping Requirements

SUMMARY:

The IBC shall prepare and maintain adequate documentation of its activities and shall retain documents for a period of three (3) years following the conclusion of a study. IBC records are confidential and shall be maintained as records and proceedings of a hospital committee established pursuant to Federal regulation. The IBC shall permit an authorized representative of the National Institutes of Health (NIH), and funding agencies, at a reasonable time and with sufficient notice, to inspect and copy those records required to be maintained under Federal regulations.

POLICY/PROCEDURE:

009-1 Seattle Children's Research Institute shall prepare and maintain adequate documentation of IBC activities, including the following:

- 008-1.1 A copy of all research protocols submitted for and/or reviewed even if the proposal was not granted or bio-hazardous agents/materials were not used; amendments; progress reports; and any other information submitted by Investigators.
- 008-1.2 Minutes of IBC meetings.
- 008-1.3 Copies of all correspondence between the IBC and investigators.
- 008-1.4 A list of current IBC members including name, earned degrees, representative capacity, indications of experience such as board certifications, licenses and relationship to Seattle Children's Research Institute.
- 008-1.5 Written policies and procedures for the IBC.

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