

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

DEPARTMENT: Institutional Biosafety Committee
POLICY NUMBER: IBC-010
REPLACES: IBC-10 (6/7/06)
EFFECTIVE DATE: 10/15/08
REVISION DATE: 10/15/08
POSTED FROM: Exempt per RIA-01-14.2.3

TITLE: Attendance Requirements of IBC Members

SUMMARY:

IBC Committee members shall be allowed no more than two (2) unexcused absences on an annual basis.

POLICY/PROCEDURE:

- 010-1 Attendance by committee members at IBC meetings is essential to maintain the integrity of the review process.
- 010-2 Committee members shall notify the IBC Chair to request an excused absence from any scheduled meeting. The minutes shall reflect all "excused" and "unexcused" absences.
- 010-3 Any Committee member with more than two (2) unexcused absences in a given year may be subject to removal from the Committee.

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