

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

DEPARTMENT: Institutional Biosafety Committee
POLICY NUMBER: IBC-012
REPLACES: IBC-12 (6/7/2006)
EFFECTIVE DATE: 10/15/2008
REVISION DATE: 04/26/2011
POSTED FROM: Exempt per RIA-01-14.2.3

TITLE: Reporting Requirements

SUMMARY:

The purpose of this policy is to establish a procedure for generating and submitting the IBC annual report to insure compliance with the National Institutes of Health (NIH). Reports submitted by the IBC shall be maintained for three (3) years.

POLICY/PROCEDURE:

012-1 Annual Reports to the National Institutes of Health (NIH)

- 012-1.1 On or before February 9th of each year the IBC, through the IBC Chair, shall file an annual report with NIH to include:
- 012-1.1.1 A current IBC membership list, and;
 - 012-1.1.2 Copies of curriculum vitae for all members.
- 012-1.2 Confirmation of NIH annual report approval will be maintained with IBC records by the IBC Chair with a copy provided to the President.

012-2 Other Reporting to the National Institutes of Health (NIH)

- 012-2.1 The IBC, through the IBC Chair, shall promptly provide NIH with a full explanation of the circumstances and actions taken with respect to:
- 012-2.1.1 Any serious or continuing noncompliance with the *NIH Guidelines*;
 - 012-2.1.2 Any suspension of activity by the IBC;
 - 012-2.1.3 Significant research related accidents/illnesses.

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