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IBC, Standard Operating Procedures (SOP)

|                          |  |                                     |   |   |                               |
|--------------------------|--|-------------------------------------|---|---|-------------------------------|
| <b>SOP Title</b>         | Appointment and Resignation of Committee Members |                                     |   |   |                               |
| <b>Date Last Revised</b> |  | <b>Date Created</b>                 | 08/2021   | <b>Revision #</b>                       |                               |
| <b>SOP Number</b>        | 1  | <b>Required by:</b>                 | <input type="checkbox"/> OHRP                     | <input type="checkbox"/> Funding Agency | <input type="checkbox"/> OLAW |
| <b>Applicability</b>     | <input type="checkbox"/> RGC Internal            | <input type="checkbox"/> Researcher | <input checked="" type="checkbox"/> Institutional |   |                               |
| <b>Subgroup</b>          | <input type="checkbox"/> NKU Compliance          | <input type="checkbox"/> IRB        | <input type="checkbox"/> IACUC                    | <input checked="" type="checkbox"/> IBC |                               |

### 1.0 PURPOSE

The purpose of this SOP is to describe the process for the appointment and resignation of Institutional Biosafety Committee (IBC) members.

### 2.0 GENERAL INFORMATION AND SCOPE

The [National Institute of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules \(NIH Guidelines\) \(Section IV-B-2-a\(1\)\)](#) require a select group of individuals to be appointed to the Institutional BioSafety Committee.

See the IBC Internal Regulation “Charter of the Institutional Biosafety Committee” for committee requirements.

### 3.0 PROCEDURES

#### A. APPOINTMENT OF NEW MEMBERS

Recommendations for appointment may come from committee members or researchers with knowledge of IBC responsibilities and roles and will be based on expertise and experience in the following areas:

- Plant, plant pathogen, or plant pest containment principles
- Animal use for research
- Molecular biology (DNA and RNA) expertise
- Biological safety
- Physical containment
- Compliance issues
- Community issues
- Research experience
- Infectious diseases of plants and animals

The IBC Chair will meet with the potential new member to discuss responsibilities, the role of the IBC, and expectations.

Once the nominated member accepts, the IBC Chair will submit a letter of recommendation and CV or resume to the Provost of CHI University who will ultimately appoint the new member.

The new member must complete an initial training and refresher trainings every three years. Training information can be found on the CU Institutional Biosafety Committee page.

## B. RESIGNATION OF IBC MEMBERS

The following process will be followed when a committee member resigns prior to their projected end of term date:

- The resigning member will submit a letter or email of resignation to the IBC Chair who, in turn, sends it to the IBC Administrator for filing. If the resigning member fails to submit a letter of resignation, the IBC Administrator will note this on the IBC roster.
- The resigning member will be asked to submit recommendations for a replacement based on the vacancy need and expertise.
- The resigning committee member may be asked to attend a final meeting dependent on the timing of the resignation and possible need for quorum.
- The resigning committee member may be asked to complete a review of a protocol if already in progress.

## 4.0 REFERENCES

[National Institute of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules \(NIH Guidelines\)](#)

IBC Internal Regulation - “Charter of the Institutional Biosafety Committee”

## 5.0 FORMS OR ATTACHMENTS

## 6.0 DEFINITIONS

| Approvals                               |                                     |               |                                     |
|---|-------------------------------------|---------------|-------------------------------------|
| Title                                   | Approved                            | Date Approved | Not Applicable                      |
| Manager of Research Compliance          | <input checked="" type="checkbox"/> | / /2021       | <input type="checkbox"/>            |
| Institutional Biosafety Committee Chair | <input checked="" type="checkbox"/> | / /2021       | <input type="checkbox"/>            |
| Institutional Official                  | <input type="checkbox"/>            |               | <input checked="" type="checkbox"/> |

| Revisions                      |                          |               |                          |         |
|--------------------------------|--------------------------|---------------|--------------------------|---------|
| Title                          | Approved                 | Date Approved | N/A                      | Summary |
| Manager of Research Compliance | <input type="checkbox"/> |               | <input type="checkbox"/> |         |
| IACUC Chair                    | <input type="checkbox"/> |               | <input type="checkbox"/> |         |
| Institutional Official         | <input type="checkbox"/> |               | <input type="checkbox"/> |         |