

**GEORGE MASON UNIVERSITY  
INSTITUTIONAL BIOSAFETY COMMITTEE (IBC) CHARTER**

**I. SCOPE**

The Institutional Biosafety Committee (IBC) is an advisory committee at George Mason University dedicated to excellence in the science and practice of biological safety. Committee members are involved in evaluating risks from recombinant or synthetic nucleic acid molecules, biohazardous materials, and biologically-derived toxins. The activities of the IBC are those appropriate to accomplish its role in advising the Environmental Health and Safety Office (EHS) and the Vice President for Research and Economic Development with regards to the acquisition, storage, use, and disposal of recombinant or synthetic nucleic acid molecules, biohazardous materials and biologically-derived toxins at George Mason University, and in monitoring and recommending as necessary, modifications to the Biological Safety Program.

Provisions of this Charter shall apply to all instructional and research projects conducted in George Mason University facilities or on George Mason University property, including all rented or leased facilities or properties, as well as to all such projects carried out by faculty, staff, or students in connection with University responsibilities, regardless of location. If work is being done off site, the George Mason University IBC may accept the approval of another IBC.

**II. CHARGE**

George Mason University hereby charges the IBC to:

1. Ensure that all instructional and research projects involving the acquisition, use, storage, or disposal of recombinant or synthetic nucleic acid molecules are in compliance with the *NIH Guidelines for Research Involving Recombinant or synthetic nucleic acid molecules (NIH Guidelines)*, as well as all applicable federal, commonwealth, and local regulations and guidelines.
2. Ensure that all instructional and research projects involving the acquisition, use, storage, or disposal of biohazardous materials are in compliance with the National Institutes of Health (NIH)/ Centers for Disease Control (CDC) publication *Biosafety in Microbiological and Biomedical Laboratories* as well as all applicable federal, state, and local regulations and guidelines. For this purpose, biohazardous materials include, but are not limited to all infectious agents, infected or potentially infected animals, infectious material, recombinant or synthetic nucleic acid molecules, and biologically-derived toxins that present either a risk or a potential risk to the health of humans, animals, or plants either directly through infection or indirectly through damage to the environment. Materials that may harbor biohazardous agents such as human and non-human primate blood, body fluids, tissues, primary cells, or tissue culture cells must also be considered biohazardous materials.
3. Ensure that all instructional and research projects involving the acquisition, use, storage, or disposal of biologically-derived toxins are in compliance with the NIH/CDC

publication *Biosafety in Microbiological and Biomedical Laboratories* as well as all applicable federal, state, and local regulations and guidelines.

4. Advise EHS and the Vice President for Research and Economic Development on the development of policies and procedures concerning the use of recombinant or synthetic nucleic acid molecules, biohazardous materials, and biologically-derived toxins in instructional and research laboratories.
5. Advise EHS and Vice President for Research and Economic Development regarding training, experience, and qualifications of individuals who work with or in the vicinity of recombinant or synthetic nucleic acid molecules, biohazardous materials, and biologically-derived toxins in instructional and research laboratories.
6. Recommend to the Vice President for Research and Economic Development sanctions on any individual whom the IBC determines has violated the terms of an approved protocol, has conducted projects subject to its authority without gaining appropriate IBC approval, or has otherwise violated any provision of applicable federal, state, and local regulations and guidelines, or institutional policies regarding subjects under its purview.

### **III. RESPONSIBILITIES**

1. Review and approve all instructional and research projects involving the acquisition, use, storage, or disposal of recombinant or synthetic nucleic acid molecules, biohazardous materials, or biologically-derived toxins in accordance with all applicable federal, state and local regulations and guidelines.
2. For human gene transfer experiments, the IBC will meet and review all project applications in accordance with all aspects of Appendix M of the *NIH Guidelines*.
3. Ensure that IBC members are appropriately trained with respect to all applicable federal, state, and local regulations and guidelines.
4. Verify that all laboratory procedures, facilities, and safety equipment are consistent with the University's written policies and procedures concerning the use of recombinant or synthetic nucleic acid molecules, biohazardous materials, and biologically-derived toxins in instructional and research laboratories.
5. Review reports from EHS on unsafe practices and safety hazards in the laboratory and make recommendations to the Vice President for Research and Economic Development regarding these hazards.
6. Advise the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC) for work involving recombinant or synthetic nucleic acid molecules, biohazardous materials, and biologically-derived toxins.
7. Establish Standard Operating Procedures that the IBC will follow in its initial and continuing review and approval of project applications, proposals, and activities.

8. The IBC may delegate its authority to the Chair or the University Biosafety Officer for routine matters, to include approval of exempt recombinant or synthetic nucleic acid molecules projects.

#### **IV. MEMBERSHIP:**

1. At a minimum, individuals holding the following positions or titles at George Mason University shall be appointed to the IBC as voting members:
  - a) At least three (3) members of the University emeritus, instructional, or research faculty
  - b) Two persons not affiliated with the University
  - c) University Biosafety Officer
  - d) Animal Containment Expert
  - e) Additional ex-officio members may be appointed as appropriate for the university
2. Faculty members shall be appointed to the IBC by the Vice President for Research and Economic Development for renewable terms of three years. Initial membership may be for periods of less than three years to stagger periodic replacements.

#### **V. OFFICERS AND SUBCOMMITTEES**

1. The officers of the IBC are the Chair and the University Biosafety Officer.
2. The Chair is the principal administrative officer of the IBC and presides over all meetings and oversees all IBC activities.
3. The Chair shall be elected by the IBC to serve a term of two years and may be re-elected to consecutive terms.
4. The University Biosafety Officer is responsible for coordinating IBC activities and maintaining the official records of the IBC.
5. Subcommittees consisting of at least three members may be formed to address specific issues.
6. In the event that a subcommittee is formed, the Chair will select members (including the University Biosafety Officer) with experience relevant to the specific issues.

#### **VI. MEETINGS**

1. The IBC shall meet monthly and additionally at the call of the Chair or the Vice President for Research and Economic Development.
2. A quorum shall consist of a simple majority of voting members, though a vote on a pending project approval will still be valid should a voting member need to be recused.

To take action, a quorum must be present in person or through telephone or video conferencing.

3. The IBC shall follow standard operating procedures throughout the review of research and instructional projects.
4. Decisions and project approvals shall be made based on a majority vote of voting members present at the time a vote is taken.

## VII. HEARINGS AND APPEALS

1. Any individual who may be the subject of a disciplinary action by the IBC shall have the right to appear before the IBC and to present evidence to the IBC for its consideration before any decision, appeal decision, or final decision is made by the Vice President for Research and Economic Development.
2. Decisions of the IBC may be appealed first to the IBC, and then, if necessary, to the Vice President for Research and Economic Development, whose decisions shall be final.

## VIII. AMENDMENTS AND REVIEW

1. Amendments to the Charter may be proposed at any meeting of the IBC.
2. The IBC Charter shall be reviewed by the IBC annually.

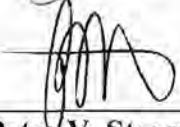
## IX. EFFECTIVE DATE

This charter shall take effect immediately upon receipt of the signatures listed below.

## X. APPROVAL

  
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**Jennifer (J.J.) Wagner Davis**  
**Senior Vice President for Administration and Finance**

9/27/2013  
Date

  
\_\_\_\_\_  
**Peter V. Stearns,**  
**Provost**

9/27/2013  
Date