

## CHARTER

## **INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)**

- The Icahn School of Medicine at Mount Sinai (ISMMS) will maintain an Institutional Biosafety Committee (IBC) consistent with the National Institutes of Health (NIH) Guidelines published in the Federal Register, July 5, 1994 (<u>59 FR 34496</u>) and its most recently published amendment. In compliance with the *NIH Guidelines*, the IBC was established specifically to review research involving recombinant or synthetic nucleic acid molecules for conformity with the *NIH Guidelines*.
- Membership of the committee will consist of no fewer than five individuals with experience and expertise in recombinant DNA (rDNA) technology, pathogens, and other biosafety concerns. At least two members shall not be affiliated with the ISMMS. At least one member shall have expertise in animal containment principles and one member shall be a Biological Safety Officer (BSO).
- 3. Meetings of the IBC will be held monthly. Additional meetings may be called at the discretion of the Chairperson. A quorum of simple majority of IBC Members, including at least one non-affiliated member, will be required to review activities and approve research registrations.
- 4. The responsibilities of the IBC include, but are not limited to the following:
  - a. Review research conducted at ISMMS involving rDNA, blood borne pathogens, oncogenes, xenotransplantation, human gene transfer, stem cells, biological select agents and toxins, and nanotechnology. These reviews shall include:
    - i. Review of adequacy of facilities, Standard Operating Procedures (SOPs), and training of PI and lab personnel for research involving significant biohazards.
    - ii. Containment conditions to be implemented (biosafety level and any special provisions).
    - iii. Applicable section of the NIH Guidelines the research falls under (e.g. Section III-D-1, Section III-E-3, etc.).
    - iv. Involvement of subject matter experts with expertise in specific areas, such as legal matters or chemical hazards, as appropriate.
  - b. Notify the Principal Investigator of the results of the IBC review, such as approval, revision or tabled.
  - c. Set appropriate containment levels for experiments as specified in the most recent edition of the *NIH Guidelines*. Provide for the adjustment of containment levels for certain experiments as specified in the *NIH Guidelines* and CDC/NIH *Biosafety in Microbiological and Medical*



Laboratories (BMBL, current edition).

- *d.* Conduct periodic reviews of rDNA, pathogen, oncogene, toxin and toxic chemical research conducted at the ISMMS for compliance with the *NIH Guidelines* and CDC/NIH *BMBL.*
- e. Review and approve emergency plans covering accidental spills and personnel contamination resulting from recombinant or synthetic nucleic acid molecule research.
- f. Report any significant problems with or violations of the *NIH Guidelines* and any significant research-related incidents or illnesses to the appropriate institutional official and the NIH within 30 days (*NIH OSP Incident Reporting Template*).
- g. Provide an open forum for the discussion of biosafety concerns and assist in the resolution of any biosafety issues brought before the committee.
- h. Provide training for members of the Committee.
- i. Posting approved IBC meeting minutes on the institutional website for the IBC.
- 5. The Chairperson may establish subcommittees to review and resolve a variety of biosafety issues. Examples of these subcommittees are the Recombinant DNA Technical Review Subcommittee and the Pathogen Technical Review Subcommittee. Meetings of the subcommittees can be arranged at the discretion of the members. The Chairperson of the committee will update the Committee regularly on relevant issues.
- 6. Investigators must notify the IBC Chairperson and the BSO in writing of any adverse event within 24 hours of the event.
- Any research-related accident (i.e. exposure /needlestick/illness that is related to recombinant or synthetic nucleic acids) is documented in the eSafety platform for review.
- 8. The Committee will assist in the development of training materials, including online exercises, for investigators and laboratory staff. The Committee will review compliance with the biosafety and biosecurity training curriculum.



- 9. References:
  - a. *NIH Research Involving Recombinant or Synthetic Nucleic Acid Molecules* (*NIH Guidelines*); current edition.
  - b. CDC-NIH *Biosafety in Microbiological and Biomedical Laboratories (BMBL)*; current edition.
  - c. NIH Office of Science Policy (OSP); Incident Reporting Template, April 2019

Proposed: 8 September 2004 Revised: 10 January 2005 Revised: 10 April 2015 Revised: 23 April 2025