

WELLESLEY COLLEGE
INSTITUTIONAL BIOSAFETY COMMITTEE
MISSION STATEMENT

1. Purpose

Wellesley College (the College) has an Institutional Biosafety Committee (IBC) in compliance with the *NIH Guidelines for Research Involving Recombinant DNA (rDNA) Molecules (NIH Guidelines, 2002)* and in accordance with *Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5th edition, 2007*. The following sections describe the College's policies and procedures for the IBC.

2. Policy

The IBC follows *NIH Guidelines* for practices when reviewing projects that require constructing and handling of (i) rDNA molecules, and (ii) organisms and viruses containing rDNA molecules. The IBC also follows the BMBL to review activities involving other biohazardous agents that must be handled at BSL 2 (or ABSL 2) or higher. The IBC will provide guidance in formulating policies and procedures related to the use of biohazards. They are charged with reviewing the biological and medical waste management program annually according to the Department of Public Health's regulation on the Minimum Requirements for the Management of Medical and Biological Waste at 105 CMR 480.

3. Procedure

3.1 IBC members are appointed by the Science Center Director for 3-year terms. At the end of a member's term, he/she may be reappointed for a further term.

3.2 The IBC conforms to Section IV-B-2 from the *NIH Guidelines*.

3.3 The IBC meets in person no less than twice a year for review of projects using rDNA at a designated containment level of 2 or higher, and/or potentially hazardous biological materials. A quorum is a majority of the membership. When possible and consistent with the protection of privacy and proprietary interests, IBC meetings are open to the public.

3.4 The Science Center Director (or his/her designee) serves as Executive Secretary to the IBC and will ensure that annual reports are filed with the *NIH Office of Biotechnology Activities (OBA)*. Annual reports to OBA are filed on or before the anniversary of the previous Annual Report. Reports of significant problems or violations are reported to OBA within 30 days of the incident.

3.5 The Science Center Director, in consultation with the Provost, has designated the EHS Director to serve as Biosafety Officer (BSO), in accordance with above referenced NIH/CDC guidelines, for the College. The BSO serves as Chair the IBC. The BSO will prepare IBC minutes and assist in filing reports to *NIH Office of Biotechnology Activities (OBA)*.

- 3.6 An IBC member may not be involved in the review of any project in which he/she or a close relative or spouse has a personal or financial interest.
- 3.7 The IBC may approve a registered project for a period of up to 3 years.
- 3.8 The PI is notified in writing that a registration has been approved by the IBC. The approval letter includes the project title, expiration date, and any other pertinent information and special approval conditions.
- 3.9 The IBC has been granted authority to investigate potential violations or compliance problems related to its area of oversight.
- 3.10 Requests from members of the public for documents relating to IBC activities are handled in accordance with provisions of the Massachusetts Open Records Law (M.G.L. c 66, § 10), and College policy for handling requests for documents related to research. The College's response to a request for records is handled in consultation with Legal Counsel and provided by the Provost's office.

Approved by:

Signature Andrew Shennan Date 6/8/2011

Andrew Shennan
Provost & Dean of the College
Wellesley College