INSTITUTIONAL BIOSAFETY BOARD (IBC)

GOVERNANCE COMMITTEE
CHAIR: KEITH GRASMAN

A. Major issues addressed by the committee during the 2013–14 year

No major issues confronted the committee this year. The committee emphasized the ongoing administration of responsibilities for compliance with grant regulations and for ensuring safety of students, faculty, and staff working with recombinant DNA and (or) potentially infectious microorganisms (see section C for details).

B. Actions brought before Faculty Senate

None

C. Other actions, not involving Faculty Senate, that the committee initiated or implemented

1. The committee reviewed and approved biosafety protocols for five research projects. This was done through designated review by the committee chair, institutional biosafety officer, and biosafety coordinator (EHS representative). All five new protocols were for non-Calvin investigators working in the West Michigan Regional Lab facility.

2. The committee met and reviewed a draft document for IBC operating guidelines. This document was revised at the meeting, but no vote was taken. The document will undergo further revision by the biosafety coordinator, officer, and committee chair and be brought to the full committee for a vote during the next academic year.

3. The committee’s roster was submitted to the National Institutes of Health, which is required annually.

4. A number of record-keeping and communication functions were transferred from the institutional biosafety officer (Lori Keen, biology laboratory services manager) to the biosafety coordinator (Heather Chapman, EHS representative) to balance the administrative workload of the committee.

D. Issues that will continue to be before the board next year

1. Review new IBC protocols.

2. Request and review an annual report for each approved IBC protocol.

3. Maintain records for all approved IBC protocols and reports.

4. Continue biosafety training for new committee members and investigators.

5. Submit the committee’s roster to NIH annually.

6. Establish an IBC web page describing the purpose and procedures of the IBC. IBC policies, forms, and training materials would be available for download on this web page. This would be similar to the existing web site of the Institutional Review Board (IRB).

7. Revise and adopt IBC operating guidelines (see item C 2).

8. Consider the need for formal recognition of the positions of the institutional biosafety officer and biosafety coordinator as they facilitate the administrative work of the committee, especially training and record keeping, and to ensure that individuals in these positions have the time and resources needed to fulfill these tasks.