

Crown College Institutional Biosafety Policy

Registration of an IBC by the NIH-RMS occurred on September 8, 2020.

Initial Policy September 2020

Policy Reviewed and Approved October 2025.

Reporting

Annual Report

An annual report must be filed with the NIH. This will occur each year. This should include a roster of the members of the IBC (including biographical sketches) and who served as chair. The chair and/or contact person will be responsible for coordinating this.

Meetings

1. Minutes
 - a. Kept and recorded by chair and submitted to the contact person for record keeping. These will also be sent to the Vice President of Academic Affairs (VPAA) which is also the office to which any public requests would be made.
 - b. Will include attendance by committee, institution individuals and any members of the public
 - c. Will include any comments from the public
 - d. Reviews and decisions regarding submissions including application material
 - e. Researchers may request redaction of parts of the minutes before release to the public. If this is the case, two versions will be kept on file.
 - f. Other business
2. Will occur near the beginning of each semester and convene again if necessary
3. At least 5 voting members need to be present for meetings. The chair and two community members must be present.
4. Conflict of interest statement: Individuals whose work is being reviewed can be present during the review to address any questions. The individual should then leave the meeting before discussion and decisions are made.

Appointment practice

A biologist familiar with recombinant work will identify potential members and recruit them. The members once identified will be forwarded to the Vice President of Academic Affairs for confirmation. Members are appointed for as long as they are willing. The hope is that they will at least agree to a 1

year term. The institution is small and so personnel with relevant experience are few and thus while rotation is desirable it may not be frequent.

Policy Review

The committee policies will be reviewed yearly when the annual report is being prepared and any changes suggested.

Public Attendance

The public is welcome to attend the meetings. The arrangements for each meeting will be posted on the website.

Review Process

1. The goal is to follow NIH guidelines and so individuals submitting applications must be familiar with this material before submission.
2. Individuals doing non-exempt work as defined by the NIH guidelines must submit an application explaining the experiment plans. Any subsequent substantial changes need to be reviewed by the committee.
3. Exempt Work: Exempt work does not need to be submitted for review. If Individuals would like to they may consult with the chair to discuss this work.
4. Applications should be submitted near the beginning of each semester. If new work develops after these dates a request should be made to the IBC chair.
5. The IBC will make decisions and communicate them to the applicant by email. Approval is granted for **3 years** after which renewal is necessary. If the decision is conditional then the applicant must submit a statement to the chair communicating that the conditions have been met. The chair will then give approval.

Tracking

A report of any non-exempt recombinant work is to be submitted annually to the IBC chair in May-August. These reports will be submitted to the VPAA. A renewal request can be submitted simultaneously with this report.

Violations, Accidents

1. If a violation occurs then the IBC will gather evidence, review the issue in a formal meeting and submit documentation to the VPAA and NIH if necessary (within 30 days). The VPAA will enforce any decisions made by the IBC.
2. If an accident occurs then the responsible faculty must be informed immediately. They will then contain the spill if necessary. The IBC and VPAA will be contacted if necessary.

Training.

Currently, the faculty supervising the work is responsible for training. Training will include containment, disposal, PPE, and how to deal with accidents. The IBC process will be explained including reporting.

Inspections

The IBC chair or other committee members can conduct impromptu inspections as desired.

Maintenance

1. The supervising faculty will monitor compliance with PPE use, containment and disposal.
2. Annual check on barriers and pest control.
3. Equipment checks: Autoclave testing will be done by an external agent or Crown personnel. This testing will be done using a biological indicator and autoclave test strips.