



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 73.05, **Research Involving Hazardous Chemical and Biological Materials, and Recombinant DNA**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide a framework for compliance with state and federal laws regarding hazardous chemicals, biological materials, and recombinant DNA.

**REVIEW:** This HSC OP will be reviewed on June 1 each odd-numbered year (ONY) by the Associate Vice President for Research, with recommendations for revisions forwarded to the Executive Vice President for Research by June 15.

### **POLICY/PROCEDURE:**

**1. Compliance with federal and state laws.**

TTUHSC adopts and continues its policy that all research involving hazardous chemicals and biological materials conducted or sponsored by at TTUHSC shall be conducted in accordance with federal and state law. In addition, all research involving recombinant DNA conducted at TTUHSC shall also adhere to federal and state law, including the "NIH Guidelines for Research Involving Recombinant DNA Molecules" ("NIH Guidelines") published in 2002, and as subsequently revised.

**2. Compliance policy.**

In furtherance of that policy, TTUHSC directs as follows.

- a. *Establishment of IBC.* TTUHSC shall establish an Institutional Biosafety Committee (IBC) whose members shall be appointed by the Executive Vice President for Research (EVPR).

The IBC shall consist of a representative from each HSC school, a representative from Safety Services, and a representative from the Office of Sponsored Programs (non-voting member). Multiple Institutional Biosafety Committees may be established to manage the multi-campus workload. However, all IBCs will be appointed by and have reporting responsibilities to the EVPR.

The purpose of the IBC is to provide oversight of all research involving biologically hazardous and chemically hazardous materials (excluding recombinant DNA which is addressed in 2b below) at TTUHSC campuses and facilities used by TTUHSC faculty and/or contractors.

- b. *Establishment of RDBC.* TTUHSC shall establish a Recombinant DNA Biosafety Committee (RDBC) whose members shall be appointed by the EVPR.

The RDBC shall consist of at least one individual with expertise in each of the following areas: animal containment principles, genetics, micro-organisms, recombinant DNA technology, biological safety and/or physical containment; at least one member representing the laboratory technical staff; two committee members who are not affiliated with TTUHSC (including family members) who represent the interests of the west Texas area with respect to health and protection of the environment; and the TTUHSC Biological Safety Officer.

The purpose of the RDBC is to provide oversight of all research utilizing recombinant DNA at all TTUHSC campuses and facilities in accordance with the NIH Guidelines. A single RDBC shall serve all TTUHSC campuses and facilities used by TTUHSC faculty and/or contractors.

Note that the NIH Guidelines refer to this type of Committee as an Institutional Biosafety Committee (IBC). However, TTUHSC has chosen to establish a committee separate from the IBC and to name it the Recombinant DNA Biosafety Committee for oversight of the use of and/or research involving recombinant DNA.

- c. *Appointment of BSO.* The Director of Safety Services shall appoint a biological safety officer ("BSO") who shall also serve as a member of both the IBC and the RDBC.
- d. *Responsibilities of the IBC and RDBC.* The IBC and the RDBC shall be responsible for monitoring TTUHSC compliance with applicable federal and state laws and regulations with regard to research involving biologically and chemically hazardous materials (IBC) and Recombinant DNA (RDBC). In conjunction with the Office of Safety Services, the committees shall monitor and review all TTUHSC research and research facilities utilizing biologically hazardous materials or toxins and recombinant DNA in accordance with established policies and procedures.
- e. *Authorities of the IBC and RDBC.* The IBC and the RDBC are authorized to inspect research facilities, obtain information relating to laboratory practices and procedures, and take such actions as are in their judgment necessary to insure compliance with the NIH Guidelines, applicable federal and state laws and regulations, and established policies and procedures, including the suspension of research in the event of a violation of policy or procedure which may create a safety hazard.
- f. *Responsibilities of the Executive Vice President for Research.* The EVPR shall be responsible for the implementation of this policy through the establishment of appropriate policies and procedures, and is delegated the authority to establish and oversee such policies and procedures. The Associate Vice President for Research (AVPR) will respond to initiatives from the EVPR concerning the goals of this operating procedure.