

## Institutional Biosafety Committee (IBSC) Terms of Reference

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### **Mission Statement**

The Thompson Rivers University (TRU) Institutional Biosafety Committee is mandated to fulfill the requirements associated with the regulations of the Public Health Agency of Canada (PHAC) and TRU's Plan for Administrative Oversight to control and manage biosafety and biosecurity risks.

Authority for this committee and its role is referenced in the TRU Biosafety & Security Policy ADM 25-0.

### **1. Name of Institutional Biosafety Committee**

The committee shall be known as the Thompson Rivers University Institutional Biosafety Committee - (the 'Committee' or IBSC)

### **2. Purpose of the Committee**

The purpose of the Committee is to ensure all persons working with biohazardous materials are in compliance with all regulations, guidelines, standards and laws.

### **3. Membership of the Committee**

The committee consists of faculty and non-faculty and appointed representatives.

- **Faculty representatives**

Represent departments that conduct activities using biohazardous agents requiring containment level 2 (CL2). These academic members will have expertise in general issues of laboratory biosafety and use of infectious materials. A minimum of five (5) faculty representing the following departments will be appointed by the Associate Vice President, Research & Graduate Studies (AVP RGS):

- Physical Sciences,
- Biological Sciences,
- Natural Resource Sciences,
- Animal Health Technology,

- Biological Sciences Laboratory Technician program.
- **Non-faculty representatives**
  - Biosafety Officer – committee co-chair
  - Associate Director, Safety & Emergency Management
  - Director, Risk Management Services (ex-officio)
  - Animal Care Committee member (ex-officio)
- **Appointed representatives**
  - A designate from the Office of the AVP RGS – who will serve as the coordinator of the TRU IBSC and is non-voting.

#### 4. **Term of Appointment**

Members serve a three-year term which can be renewed.

#### 5. **Meetings**

- a) The Committee will meet on a regular basis – semesterly at minimum.
- b) Emergency meetings can be called by the co-chairs as required.
- c) A quorum will consist of 50% plus 1 members.

#### 6. **Role of the Co-Chairs**

The Biosafety Officer (BSO) will act as one co-chair of the Committee while the other shall be a faculty member elected by the membership of the committee. Their responsibilities include:

- a) ensuring that the meeting starts and ends on time;
- b) ensuring the maintenance of an unbiased viewpoint;
- c) reviewing previous minutes and materials prior to the meetings;
- d) arranging the agenda and providing the Committee with the items for distribution at least one week before the scheduled meeting;
- e) preparation of an annual report of the committee's activities for AVP RGS.

#### 7. **Reporting Responsibility**

- This committee reports to the TRU Associate Vice President Research and Graduate Studies (AVP RGS) and will send all TRU IBSC meeting minutes and reports to same with cc to Associate Director, Office of Safety & Emergency Management (OSEM).
- The AVP RGS will meet regularly with the Co-chairs of the IBSC to ensure that any concerns are addressed and that the committee is functioning appropriately.

#### 8. **Members' responsibilities**

- Committee members are expected to review University projects conducted by

faculty, staff, students and/or visiting scientists which involve biosafety activities that are containment level 2 – under PHAC’s Laboratory Biosafety Standard to ensure that all work with biohazardous agents is conducted in accordance with applicable legislation, guidelines and recognized codes and standards of practice in ways that best facilitate relevant research, teaching or service activities of the University.

- Review risk assessments and permit applications as well as any other submissions.
- Assist the OSEM, and in particular the BSO, with the development of manuals, training programs and procedures.
- Distribute new and relevant biosafety information to laboratories.
- Report non-compliance to the respective department head and to the respective supervising Dean or Director with recommendations for appropriate action.
- Review reported incidents/accidents and exposures and make recommendations for corrections.
- Stop any activity the Committee/BSO considers to be non-compliant or unsafe use of biohazards, and instruct the Research Financial Officer to withhold access to research funds, applicable, until the problem is rectified.

#### **9. Approval of Terms of Reference**

The AVP Research and Graduate Studies will have final approval of these Terms of Reference.