

## Terms of Reference (TOR)

### Purpose

The purpose of this committee is to ensure that all biohazardous agents/materials used at Memorial University (MUN) that are classified under the Government of Canada's Canadian Biosafety Standards are handled with proper consideration for the health and safety of staff, researchers, volunteers, visitors and the public, as well as protection of the environment. This committee is responsible for the oversight and administration of the University's biosafety program. All practices will be in compliance with the Canadian Human Pathogens and Toxins Act and the Health of Animals Act and associated regulations, and all other Provincial and Federal biosafety-related legislation.

### Institutional Biosafety Committee (IBC)

The University has established and shall maintain an IBC comprising of members of the University community knowledgeable in the safe use of biohazardous materials and other ancillary workers who through their work may come into contact with biohazardous materials. This Committee will be responsible for policy oversight and for biosafety certificate review and approval. The committee shall report to the University Health and Safety Committee (UHSC). The TOR and committee membership shall be reviewed on a triennial basis.

### IBC Composition

The IBC shall be comprised of members of the University community with experience and training that enables them to safely work with biohazardous agents and materials. At least 50% of the committee members must be academic staff members. Voting members of the committee will be appointed for terms of three (3) years, with option for renewal. The Vice President (Administration & Finance) will appoint voting members from academic units in consultation with an appropriate Dean or Director.

### IBC Membership

1. The IBC shall be comprised of not less than six (6) members at any time. If the committee membership is below six (6) members the IBC Chair shall gather names of prospective committee members and forward the candidates to the Vice President (Administration & Finance) for appointment.
2. IBC voting membership shall include representation from:
  - a) Faculty of Medicine
  - b) Faculty of Science
  - c) Animal Care Services
3. The BSO shall serve as an *ex officio* representative of EHS and shall be a non-voting member.

4. The Associate Director of EHS shall serve as an *ex officio* representative of the EHS and shall be a non-voting member.
5. There can be one (1) member from Research Grants and Contracts Services and this individual shall be a non-voting member.
6. There can be one (1) graduate student representative to be recommended by any Faculty containing current biosafety certificate holders and this student shall be a non-voting member.
7. The committee shall nominate, as a consultant, an individual who has expertise in communicable diseases to provide advice to the committee when necessary.
8. Committee members must attend at least 50% of scheduled committee meetings within an academic year. Failure to attend the required percentage of meetings will require resignation from the IBC as of the beginning of the following academic year.
9. If a committee member will be absent for more than four (4) months from committee activity, the committee can recommend an alternative member be named by the Vice President (Administration & Finance) for the period that the committee member shall be absent.

### Responsibilities of the IBC

1. Formulate and implement policies and procedures governing the use of biohazardous materials/agents at MUN.
2. Advise on content and review MUN's Biosafety Manual and Biosafety Standard Operating Procedures (BSOP's) every five (5) years or as regulatory requirements change.
3. Review and promote training programs that enhance MUN's biosafety program.
4. Provide advice on the safe use of biohazardous agents and materials in all areas under the control of the University.
5. Provide advice and make itself available to the BSO for issues regarding any biohazardous agents/materials, procedures, protocols or events.
6. Review reports of all inspections, incidents, unusual occurrences and relevant materials presented by the BSO. Make any recommendations deemed appropriate based on the information supplied in these reports.
7. Review all audits and reports regarding biosafety sent to the University by Federal, Provincial or Municipal authorities. Make any recommendations deemed appropriate based on the information supplied in these audits or reports.
8. Respond to biosafety issues that require immediate consultation.
9. Review and approve or reject biosafety certificates as required under the Biosafety license.
10. Approve requests to commission/decommission laboratories in which biohazardous agents were or will be used.
11. Monitor and approve/revise the biosafety program.

### IBC Meetings

1. Committee meetings shall be held no less than three (3) times per year.

2. All recommendations made by the committee shall require a majority vote. The quorum for the committee shall be one half plus one of the voting members. If quorum cannot be reached, then a meeting shall be rescheduled once quorum can be attained.
3. Special purpose meetings may be called by the Chair, the Chair's delegate or the BSO for the purposes of:
  - a. Accident investigations.
  - b. Enforcement of conditions of the Biosafety license.
  - c. Dangerous occurrences involving biohazardous agents or materials.
  - d. Contamination/exposure incidents.
  - e. Laboratory acquired infections (LAI's).
  - f. Resolution of conditions dangerous to health and safety regarding biohazardous agents or materials.
  - g. Events or issues raised by members of the committee deemed necessary for the safe operation of the University as pertaining to biohazardous agents or materials.
4. The Chair has the authority to select and direct committee members to act as a sub-committee to investigate and report to the committee by specified dates on specified issues.
  - a. This sub-committee shall meet as frequently as required and at times necessary to complete their investigation and report recommendations to the committee by the specified date.
5. During times when the committee cannot meet and achieve quorum in a timely fashion, or when a special purpose meeting is required, the Chair (or delegate), and at least one other voting member and the BSO (or the Associate Director of EHS) shall be empowered to act for the committee.

## Officers of the Institutional Biosafety Committee

### The Chair

1. The Chair shall be appointed by the Vice President (Administration & Finance).
2. The Chair shall chair meetings and work with the Recording Secretary to plan the meeting agenda and prepare meeting minutes.
3. The Chair shall be entitled to participate as a voting member of the committee in discussion, decisions and recommendations.
4. The Chair shall provide written notice if he/she will be absent from committee activity for four (4) months or more.
5. The Chair shall appoint one member of the committee to act on his or her behalf in his/her absence.
6. The Chair shall appoint members of the committee to act on issues and report back to the Chair and the committee.
7. The Chair shall be empowered to call special purpose meetings of the committee.
8. The Chair shall liaise with any other MUN committee on issues related to the biosafety program and report the issues to the committee for resolution.

## BSO

1. The BSO will act as contact and liaison with Federal, Provincial and Municipal government representatives regarding MUN' biosafety program.
2. The BSO will review all biosafety certificate applications and make recommendations for approval to the IBC.
3. The BSO will act as the point of contact between the IBC and members of the University community.
4. The BSO will take any other actions as directed by the IBC to ensure the integrity of the biosafety program.

## The Recording Secretary

EHS shall appoint a Recording Secretary who:

1. Is not a member of the committee.
2. Shall be responsible for issuing notices of meetings after consultation with the Chair and for recording the minutes of the meetings. The Recording Secretary shall distribute copies of the minutes to the committee members, the BSO, the Associate Director of EHS within two (2) weeks of the meeting.
3. Shall prepare and distribute the agenda for upcoming meetings to the committee members, the BSO, and the Associate Director of EHS.
4. Shall post approved minutes on the University's EHS web site.

## Development and Finalization of the TOR

These terms were adapted and updated by Rod Hobbs from a previous version, reviewed and discussed by the IBC listed below, then reviewed by Barbara Battcock (EHS), approved by the IBC in October of 2015.

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Dr. Jacqueline Vanderluit (Medicine)

Dr. Robert Brown (Biochemistry)  
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Wilma Lagerwerf (ACS)  
Dr. Fereidoon Shahidi (Biochemistry)  
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