3.0  RESPONSIBILITIES

Institutional Biosafety Committee (IBC)

The IBC, in coordination with the Biosafety Officer, is responsible for monitoring and oversight of the use of biohazardous agents to safeguard the health and safety of Ohio University personnel, students, the community, and the environment. The IBC and Biosafety Officer must also ensure compliance with applicable federal regulations and guidelines, granting agency guidelines, as well as Ohio University policies and procedures, as listed in this manual. For details of the structure and operations of the IBC, see the IBC Bylaws and Procedures, which are available on the EHS website.

Biosafety Officer (BSO)

The BSO is appointed from the EHS staff by the Director of EHS and is primarily responsible for implementation of the Biosafety Program. Major duties or activities are as follows:

1) Assist in the preparation and periodic updating of a biosafety manual.

2) Provide consultation to investigators on matters relating to laboratory safety, appropriate handling and containment of biohazardous agents, decontamination, and disposal of infectious wastes.

3) Aid investigators in the development of appropriate emergency measures for dealing with accidental spills and personnel contamination.

4) Surveillance of laboratories in which biohazardous agents are employed to ensure compliance with prescribed safety guidelines and rectification of any deficiencies.

5) Investigate incidents involving biohazardous agents to determine causes and necessary corrections. Upon completing the investigation, the Biosafety Officer will prepare a written report of findings for review and action, if any, by the IBC.

6) Monitor intra-campus transport and provide information for off-campus shipment of biohazardous materials.

7) Review plans for new facilities and modifications of existing structures where etiologic agents or recombinant DNA materials will be used.

8) Develop, arrange, or conduct training programs for laboratory personnel using biohazardous agents.
9) Serve as liaison between OU and outside regulatory agencies concerned with the use of biohazardous agents.

10) Perform other duties, as outlined in the IBC Bylaws and Procedures.

11) The Biosafety Officer, upon concurrence by the Vice President for Research or chairperson of the IBC (or in his/her absence, by at least three other technically qualified members of the Committee), may temporarily stop any work with biohazardous agents that create a recognized hazard to personnel, the public or environment, or involves experiments prohibited by the institution. The entire IBC then will review the problem and forward written recommendation(s) to the Vice President of Research and Director of EHS for final action.

**Principal Investigator (PIs)**

1) The principal investigator is responsible for following all applicable procedures described in this manual. If the investigator wants to use procedures different than those listed in this manual or procedures in addition to what is listed in this manual, it is the responsibility of the investigator to have the alternate procedures approved by the IBC, to maintain written documentation of those procedures, and to train laboratory workers in those procedures.

2) The investigator is responsible to personally monitor and be responsible for the day-to-day operation of the laboratory, and to take all necessary steps for the protection of staff, students, and the general public against undesirable consequences of experimental work conducted. The investigator is responsible for thoroughly informing all persons directly involved in hazardous experiments of the potential health risk presented and the safety procedures necessary to minimize exposure.

3) The investigator is responsible for compliance with government and granting agency regulations appropriate to their work.

4) Investigators must obtain written approval from the IBC to begin work with biohazardous materials, prior to initiating those activities. Documentation of what activities require approval and procedures for obtaining approval are found in the IBC Bylaws and Procedures.

5) Investigators must establish specific emergency procedures for their lab. The recommended procedures are included in this manual; the investigator must determine which specific laboratory materials will be used in emergency procedures, and which specific decontamination methods will be employed. See Appendix G for a laboratory specific information sheet that the investigator may use to document this information and make it available to all lab workers.
6) Investigators must arrange for health surveillance of laboratory personnel if deemed appropriate for the research project.

7) Investigators must cooperate with the Biosafety Officer and regulatory personnel during inspection visits and other biosafety projects, such as biosafety cabinet certification, etc.

8) Investigators must keep appropriate records for all biosafety activities including but not limited to: IBC protocol approval, any laboratory-specific procedures, and training records.

Department Chairpersons, Research Institute/Center Directors

1) The chief administrator of each Department, Research Institute or Center is responsible for the general safety of faculty, staff, and students working with biohazardous agents in his/her overall area of jurisdiction.

2) The chief administrator shall ensure that each principal investigator in his/her area of jurisdiction is provided with a copy of the Ohio University Biosafety Manual. The chief administrator is responsible for stressing the importance of compliance with the Biosafety Manual.

3) The chief administrator is jointly responsible, with the principal investigator, for informing the Institutional Biosafety Committee of work involving biohazardous agents and reporting incidents involving such agents to the Biosafety Officer.

4) The chief administrator is jointly responsible, with the faculty members supervising teaching laboratories, for informing students of proper precautions to be taken when working with biohazardous materials.

Employees and Lab Workers

1) All employees and lab workers are required to follow the procedures listed in this manual, to follow alternate procedures that have been approved by the IBC for their specific laboratory or specific project, and to follow any additional safety procedures that have been adopted by the relevant Principle Investigator.

2) Employees and lab workers are directed to seek guidance from their PI, Department Chair, Center Director, the Biosafety Officer or the IBC if they are unclear about any biosafety procedures.