

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal: Office of Academic Affairs and Department of Biology and Environmental Science

**TOPIC:** Creation of an Institutional Biosafety Committee

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): In order to apply for competitive federal grants and to be in compliance with safety practices, Longwood needs a committee to ensure that research involving recombinant DNA, synthetic nucleotides, infectious agents, biological toxins, or select agents is classified at the appropriate biosafety level and done in accordance with all appropriate guidelines, regulations and good safety practices. The Department of Biology and Environmental Sciences developed this proposal in collaboration with the Office of Academic Affairs.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions): See attached.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): See above.

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:  
Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:  
PVPAA: \_\_\_\_\_  
Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:  
Administrator: \_\_\_\_\_  
Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

## **TBA. Institutional Biosafety Committee**

1. **Purpose and Duties:** The mission of the Institutional Biosafety Committee (IBC) at Longwood University is to ensure that research involving recombinant DNA (rDNA), synthetic nucleotides, infectious agents (pathogens), biological toxins, or select agents is classified at the appropriate biosafety level and done in accordance with all appropriate guidelines, regulations, and good safety practices. All institutions awarded funding from the National Institutes of Health (NIH) or the United States Department of Agriculture (USDA) for recombinant DNA research are required to form institutional biosafety committees (IBCs) which function in accordance with NIH *Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecule* (NIH Guidelines). All faculty members, staff employees, and students are included within the scope of these *Policies and Procedures*, as are collaborators and visitors from other organizations working with Longwood University faculty members, staff employees, or students. *The Institutional Biosafety Committee Policies and Procedures Manual* (IBCPPM) and the *Biosafety Manual for Laboratory and Research Operations* established by the Office of Environmental Health and Safety at Longwood University provide a review of the relevant regulatory requirements and University policies. The IBCPPM should be used in conjunction with the *Biosafety Manual for Laboratory and Research Operations* and University policies and procedures.
2. **Membership:** 5 members including two members not affiliated with the university who represent the surrounding community. The 3 remaining members are faculty conducting research with biosafety considerations.
3. **Ex-Officio Members:** None
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** None
6. **College Restrictions:** None
7. **Other Restrictions:** None
8. **Term of Office:** One year, eligible for re-appointment
9. **Method of Selection:** Appointed by the Vice President and Provost of Academic Affairs (PVPAA)
10. **Chair:** Faculty member with experience in biohazards
11. **Reporting Route:** To the PVPAA