



IBC Title:	IBC Member Addition		
SOP # 104	IBC	IBC Approval Date:	April 20, 2020

1 PURPOSE

- 1.1 This standard operating procedure (SOP) establishes the process to add a new institutional Biosafety Committee (IBC) member at Texas A&M University-Commerce (A&M-Commerce).
- 1.2 The process begins when the institutional official (IO) or designee has appointed a new member to the IBC.
- 1.3 The process ends when the IBC registration is updated with the National Institute of Health (NIH) Office of Science Policy (OSP).

2 RESPONSIBILITIES

- 2.1 The IBC staff shall be designated by the IO carry out the IBC member addition procedures.
- 2.2 The IO or designee appoints IBC members, alternate members, IBC Chairs and if used, other officers (e.g., Vice Chairs).

3 PROCEDURE

- 3.1 IO reviews the IBC roster to determine what role or skills are needed by the potential new member.
- 3.2 Determine from the IO or designee whether the individual will be a regular IBC member, alternate IBC member, IBC Chair or other IBC officer.
- 3.3 Contact potential member and confirm their willingness to serve; if so, obtain a copy of the individual's curriculum vita.
- 3.4 Prepare an IBC Member appointment letter for the individual.
- 3.5 Provide to the IO or designee for review and approval:
 - 3.5.1 Curriculum vita
- 3.6 Once the appointment letter is signed by the IO or designee:
 - 3.6.1 Send the signed IBC Member appointment letter to the individual
 - 3.6.2 Update the registration of the IBC at NIH's IBC Registration Management System (https://ibc-rms.od.nih.gov/Contents/IBC_LOGIN.aspx?updatereg=1) (or such URL as may be updated by the NIH from time to time) within 90 days
 - 3.6.3 Add the individual to the IBC membership roster sheet.

4 VERSION HISTORY

- 4.1 Version 1.0.