TEXAS A&M UNIVERSITY
SAN ANTONIO

IBC SOP:	Statement on Institutional Biosafety Committee Membership
SOP#200.00	IBC Approval: 10/15/2025

2.0 Introduction

The composition of A&M -San Antonio IBC will follow the *NIH Guidelines* (section IV-B-2-a). The Vice President of Research and Innovation in their role as the Institutional Official (IO) or designee appoints members to the IBC. Administrative support is provided by the Office of Research Compliance. The IBC will have no less than five members with varying backgrounds to complete an appropriate review of activities involving potential biological toxins, biohazardous materials, and Recombinant or Synthetic Nucleic Acid Molecules (r/s na) conducted at A&M-San Antonio. Some of the roles may be shared by more than one individual.

2.1 Committee Composition

- Chairperson
- Vice chair (at the discretion of the Chair)
- EH&S/BSO representative
- Scientists with expertise in specific areas
- Non-affiliated community members (2 positions)

Additional individuals with specific expertise may be invited as consultants

2.2 Appointments and Terms

The committee chair and all committee members are appointed by the IO or designee for three-year terms. Individuals may be reappointed to additional terms upon recommendation of the IBC chair or designee and Director of Research Compliance (DRC). Terms of appointment shall be staggered so that there is continuity of processes when members' terms of service expire, and new members are appointed.

The roster of current members can be found on the IBC website.

Alternate Members

- Alternate members are appointed by the IO or designee to fill in for any existing full member and may vote only if a voting member is absent.
- Alternate members may vote for any member who is absent. They may represent only a single vote.
- Are encouraged to attend all IBC meetings/trainings and participate in protocol review.

2.3 Member Responsibilities

Chair responsibilities include conducting the meeting, ensuring appropriate protocol review, participating in post approval monitoring, and training members.

All committee materials or deliberations are confidential. Members must sign a confidentiality agreement before serving on the IBC. Members must declare any real or potential FCOI that could impact the integrity of TAMUSA IBC process, a member's intellectual property or external employment. In case of accidental release of confidential material through loss of laptop etc., members must notify the DRC as soon as it is discovered.

All IBC application information and IBC deliberations must be kept confidential. All members of the IBC are provided with a confidentiality agreement to sign at the beginning of the service term and asked to declare conflict and confidentiality at the beginning of every meeting.

All IBC members should be trained to participate in research compliance related investigations.

2.4 Training

All IBC members will receive training covering the NIH Guidelines and other applicable regulations and guidelines, including NIH review categories, risk assessment, risk groups, biosafety levels, prudent safety practices, blood borne pathogens, BSL-2, BSL-2+ (as appropriate) training and stakeholder roles/responsibilities. See SOP 900.00 for more information on training.

Annual `Refresher' training (NIH Guidelines, BBP, and changes to other applicable regulations) will be provided by the IBC chair, BSO or other experts. All IBC member training will be documented. Training for protocol review will be provided by the IBC chair and DRC.

Members must be familiar with system regulations, The A&M-SA Rule and IBC SOPs.

2.5 Meeting Attendance

IBC members are expected to participate regularly in the business of the IBC. A quorum of members must be present (in person, via teleconference, or via videoconferencing) for business to be conducted. Members are expected to attend at least 80% of scheduled IBC meetings each year unless the written absence request is approved by the chair. The schedule of meetings is posted on the IBC website.

Members are advised to notify the Chair, Vice-Chair, or Research Compliance Coordinator (RCC) if they will be absent from the upcoming convened meeting(s). Members who will miss a meeting may share their notes and comments for protocols with the Chair, Vice-Chair or RCC in advance; however, they cannot cast an absentee vote.

2.6 Protocol Review

All members and alternate members are expected to participate in protocol review. In reviewing a protocol, if the IBC or an individual member notes that additional expertise is required, the IBC Chair will discuss it with the DRC to solicit a consultant (subject matter expert).

Individuals who are authorized to review these applications must not disclose, discuss, or disseminate the information outside of committee deliberations, except when fulfilling their responsibilities as an IBC member.

IBC members who release information may be sanctioned and result in disciplinary action including dismissal from the committee. In the case of significant breach of proprietary information, they may be legally charged.

IBC members should leave the meeting room before deliberation and voting on research in which they have a conflicting interest. The minutes will reflect the member as being absent with an indication that a conflicting interest was the reason for the absence. When the member leaves the meeting, they are not counted towards quorum.

If the Chair determines that a member has a conflicting interest, the Chair, in consultation with the IO, may require the member to recuse themselves. If it is determined that the Chair has conflicting interests, the Vice-Chair will manage the meeting during the absence of the Chair.

Definition: Conflict of interest – occurs when an individual's private interests compete with his/her professional obligations to the system to a degree that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise. Please reference the FCOI website for more information.

History:

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