# BOND UNIVERSITY INSTITUTIONAL BIOSAFETY COMMITTEE (BIBC)

# TERMS OF REFERENCE

The Bond University Institutional Biosafety Committee (BIBC) was established in 2015 to provide executive over-sight of biosafety across all Bond University facilities including research and practical teaching that involves potentially infectious and/or biohazardous agents.

## 1. Terms of Reference

The BIBC reports to the Bond University Research Committee. Its terms of reference are:

1.1 To assist project supervisors to identify, in accordance with the Gene Technology Act 2000 and the Gene Technology Regulations 2001, proposed dealings involving the use of genetically modified organisms (GMOs) as Exempt, Notifiable Low Risk Dealing (NLRD) or a dealing requiring Office of Gene Technology Regulator (OGTR) licensing. The assessment and review of dealings involving GMOs including:

(i) consideration of the actual and potential risks to the health and safety of people and the environment;

(ii) the competence of the personnel using GMOs and that the people using GMOs have the appropriate experience skills and training to work with GMOs; and that

(iii) there is the appropriate level of containment of the laboratory facilities used in working with GMOs.

1.2 In respect of proposed dealings requiring licensing by the OGTR, to provide its assessment of the dealing on the OGTR license application form and assist with the submission of the application to the OGTR and communicate the outcome back to the project supervisors.

1.3 To inspect and recommend for certification to the Gene Technology Regulator, physical containment facilities before they are used for work involving GMOs.

1.4 To conduct annual inspections of all OGTR certified facilities and oversee the follow up of corrective actions.

1.5 To assess and recommend for approval by the Deputy Vice Chancellor (Academic) (DVC-A_ work involving the use of Risk Group 3 agents or higher (as defined in the Australia New Zealand Standards Safety in Laboratories Part 3: Microbiological safety and containment AS/NZS 2243.3) or large volume work with Risk Group 2 agents (>25 Litres in a single vessel), regardless of the genetically modified (GM) status of the agent being used.

1.6 To receive reports of incidents, including spills and unintentional release, involving the use of hazardous biological agents and GMOs, recommend actions for improvement or remediation, and report the incidents to regulatory authorities as required.

1.7 To assess and recommend for approval (or otherwise) by the DVC-A protocols and risk assessments for work involving SSBAs in accordance with the National Health Security Act 2007 (NHS Act), the National Health Security Regulations 2008 (NHS Regulations) and the Security Sensitive Biological Agent (SSBA) Standards 2009.

1.8 To provide advice to the Vice Chancellor of Bond University (or delegated officer) in relation to any biological hazard generated in the course of, or relevant to, teaching, research or other activity within Bond University or its affiliated organisations.

1.9 To forward any complaints and allegations of research involving hazardous biological agents and GMOs which may involve deviations from the Bond University Code for the Responsible Conduct of Research to the DVC-A .

1.10 To report to the OGTR in accordance with the obligations and responsibilities under the Act, regulations and guidelines for accreditation of organisations issued by the Regulator.

1.11 To report on a regular basis to the DVC-A and annually to University Council on its activities and compliance with its terms of reference.

The terms of reference outlined above apply to any and all research and practical teaching within Bond's Institutional facilities that involves potentially infectious and/or bio-hazardous agents (including blood, saliva and tissues) as is indicated by the references to biological agents and hazardous materials identified above.

## 2. Functions and Responsibilities

The Bond University IBC has been established to provide advice and support for the management of Biosafety within Bond University facilities. The purpose of this IBC is to provide advice and support to researchers and technical staff within Bond University with respect to the regulatory processes surrounding low-risk contained dealings with GMOs that do not require case-by-case consideration by the Regulator. At the time of writing, Bond University does not currently deal with GMOs, as defined in Part 2 Division 2 Section 10(1) of the Gene Technology Act 2000. Additionally, the BIBC, on behalf of Bond University aims to ensure compliance with legislative requirements. The BIBC is required to assess Notifiable Low Risk Dealings (NLRD) and make a Record of Assessment (RoA) (as required by regulation 13B of the Gene Technology Regulations 2001 as amended 1 September 2011).

### 2.1 Advisory Functions

- To assess all applications for work with GMOs including exempt dealings and notifiable low risk dealings against OGTR guidelines;
- To assess and recommend applications for work with GMOs as licensed dealings before submission to OGTR for approval;
- To develop policy relating to dealings with biologically hazardous or genetically modified organisms for recommendation to University Management Committee (UMC) through the Deputy Vice Chancellor (Academic) and Bond University Research Committee;
- To advise the Deputy Vice Chancellor (Academic) and the Bond University Research Committee on dealings with genetically modified organisms and biosafety materials, including procedural matters;
- To undertake an advisory role to faculty/institute health and safety committees in relation to research and teaching activities involving any substance which poses a risk in the form of a disease transmitted by air, tissue or blood and body fluids from human and animal sources;
- Through the Facilities Management Department stakeholder process, to participate in the decision making processes regarding new or redeveloped physical containment areas and to recommend the certification of OGTR physical containment (PC) facilities to the Gene Technology Regulator;
- To participate in the decision making process to regards to pathogenic waste;
- To refer matters to University Human Research Ethics Committee, University's Animal Ethics Committee, faculty/institute health and safety committees or State and Federal regulators as required or requested.

## 2.2 Monitoring Functions

- To monitor approved work until its completion, to ensure continued compliance with relevant requirements, and may withdraw approval when necessary;
- To conduct annual inspections of certified physical containment (PC) facilities and practices;
- To monitor annual inspection reports of physical containment facilities, and conducts random reviews as appropriate;
- To monitor the annual report of mechanical ventilation integrity of PC facilities from the Facilities Management Department;
- To monitor reports of adverse events from laboratory, field or other work related to biosafety including risk management practices within Bond University's institutional facilities;
- To maintain a register of proposed and approved dealings with genetically modified organisms;
- To monitor the availability and uptake of biosafety education programs

It is the responsibility of chief researchers and teaching staff who plan to use potentially hazardous materials including but not limited to GMOs to obtain appropriate biosafety approvals from the BIBC prior to commencement of research or teaching work with biological materials covered by the act, or other potentially hazardous materials and to ensure that project staff and students are qualified, trained and appropriately supervised. All such work would require notification to the BIBC through an application process.

All personnel working with biological material should be familiar and comply with regulatory authorities' and Bond University's internal requirements in this area. This information is provided at training sessions provided at Bond University as required.

The university recognizes the need to protect staff from potential hazards associated with research on biological organisms or material contained within or derived from such organisms. Responsibility for ensuring that researchers conform to acceptable standards rests with the BIBC.

## 3. Reporting

**Chief Researchers and teachers** are required to:

(i) Immediately notify BIBC either through the Ethics Coordinator or the Chair in the event of adverse or unexpected effects impacting on the animal's wellbeing;
(ii) Notify BIBC on completion or discontinuance of a project;
(iii) Allow access to the animal facility and provide information/logs any other time as requested by BIBC. Logs should be maintained to record the management of animals, in accordance with the Gene Technology Act 2000;
(iv) Allow access to the research or teaching laboratory and provide information/logs any other time as requested by BIBC. Laboratory records will be maintained, in accord with Section 2.6 of the Australian Code for the Responsible Conduct of Research;
(v) Report in writing annually to BIBC, following the guidelines set down by BIBC.

BIBC is required to provide an annual written report to the University and to the Department of Science, Information Technology and Innovation as the state biotechnology regulator and other such regulatory bodies as required by law through the Vice Chancellor.

## 4 Researcher Non-compliance

Researchers and teachers using animals for scientific purposes have personal responsibility for all matters relating to the welfare of the animals. Anyone found to be operating outside the Code, the Animal Care and Protection Act 2001 and Bond University Regulations and Policies will have their project immediately suspended by BIBC.

Bond University, BIBC, investigators and teachers all have responsibility for compliance with the Australian Code for the Responsible Conduct of Research and Bond University regulations, policies and procedures. Non-compliance could result in fines, possible imprisonment, suspension of all or part of NHMRC funding to Bond University and suspension of registration as a scientific user.

## 5 Revision

These Terms of Reference will be reviewed as necessary in response to changes in legislation and departmental policy. Responsibility to review the Terms of Reference will rest with the Chair of the Committee, who will Report on a regular basis to the DVC (A) and through the DVC (A) annually to University Senate on its activities and compliance with its terms of reference. The Chair will also be responsible to report to the DVC (A) the nature and impact on Bond University of any changes in legislation and policy.

## 6 Membership

Membership of the BIBC is constituted to ensure that it has the collective technical scientific expertise to review and assess those applications that are likely be put to it by from Bond University researchers. The BIBC, via the Chair, has authority to seek additional expert advice, whether from internal or external sources, in the consideration of any matter before it.

A minimum of seven (7) core members shall be appointed by the Deputy Vice Chancellor (Academic) (DVC-A) The DVC-A may appoint additional members, as required. The Chair shall nominate, from amongst the committee, a person to fulfill the duties of Chair in their absence.

Membership shall be based on experience and skills. The BIBC membership shall possesses the collective technical and scientific expertise to assess and advise on the identification and management of risks associated with dealings with GMOs for which the IBC is requested or required to provide assessment and advice. An IBC will be compliant with this condition if it is necessary for it to rely on the advice of an expert (i.e. not a member of the IBC) to address specific, short-term skills deficit in the IBC.

| **Role** | | **Description** |
|---|---|---|
| Chair | Appointed by DVC-A | A Bond University employee with suitable laboratory and biochemistry experience. |
| WH&S Representative | Appointed by DVC-A | A representative from the Workplace Health and Safety Office |
| Biochemist | Appointed by DVC-A | A biochemist experienced in working with Genetically Modified Organisms or products derived therefrom |
| Molecular Biologist | Appointed by DVC-A | A Molecular Biologist experienced in working with Genetically Modified Organisms or products derive therefrom. |
| Laboratory Engineer | Appointed by DVC-A | A person with experience in working with the standards and practices of physical containment laboratories of a level suitable for managing the organisms under consideration. |
| Ethics Advisor | Appointed by DVC-A | A person with experience in the consideration of ethical implications of research |
| Lay Person | Appointed by DVC-A | A person who is not a researcher and who is not associated with Bond University. |

Secretary to the BIBC shall be the Research Ethics Manager, Office of Research Services.

## 7 Term of appointment

Each member will have a three-year appointment with the possibility of re-appointment. Appointments will be staggered, approximately half the members completing their terms at the end of any one year.

A quorum for the committee is 4 members.

## 8 Governance Structure

The Bond Institutional Biosafety Committee (BIBC) reports to the Bond University Research Committee.
Minutes of the BIBC proceed to Research Committee for endorsement and are to be forwarded concurrently to the Bond University Human Research Ethics Committee (BUHREC) for noting.
See Appendix 1 for Governance Structure diagram.

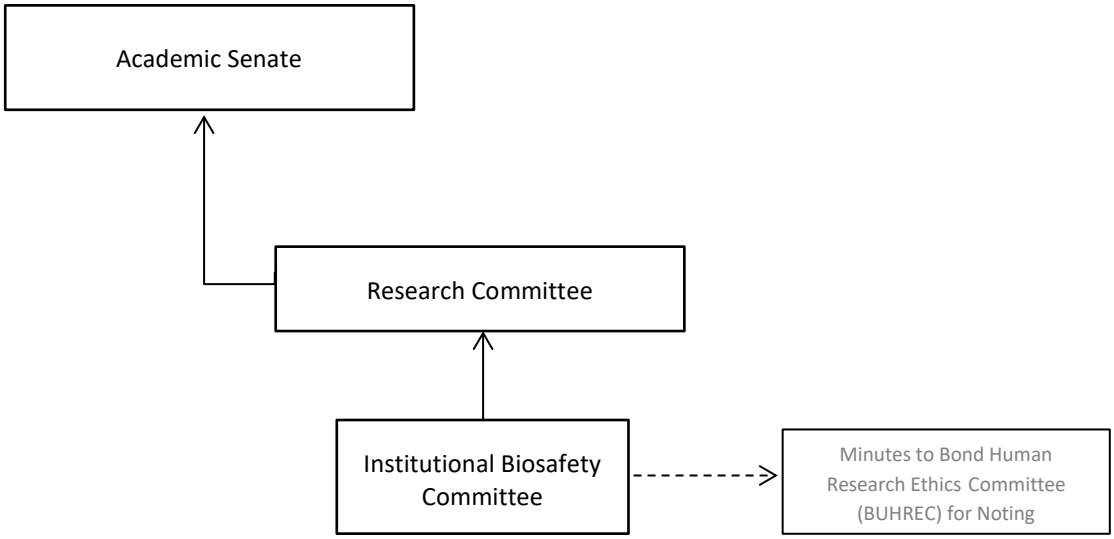
## 9 Related Procedures

Procedure manual to be developed.

## 10 Related Policy, Guidelines and Forms

- TLR 5.06 Code of Conduct for Research
- BU Guidelines on Handling Allegations of Research Misconduct (forthcoming)
- TLR 8.01 Bond University Human Research Ethics Policy
- TLR 8.02 Bond University Animal Research Ethics Committee (BARC) Policy (Issue 1)
- The Queensland Work Health and Safety Act
- The Department of Agriculture-Biosecurity (nee AQIS)
- The Office of the Gene Technology regulator
- AS2243.3 Safety In Laboratories: Microbiological Safety and Containment
- Australian Code For The Responsible Conduct Of Research
- Animal Care and Protection Act 2001
- National Health Security Act 2007 (NHS Act)
- National Health Security Regulations 2008 (NHS Regulations)
- Security Sensitive Biological Agent (SSBA) Standards 2009

Appendix 1


Academic Senate
Research Committee
Institutional Biosafety Committee
Minutes to Bond Human Research Ethics Committee (BUHREC) for Noting