

**UNIVERSIDAD DE PUERTO RICO, RECINTO DE CIENCIAS MÉDICAS
UNIVERSITY OF PUERTO RICO, MEDICAL SCIENCES CAMPUS**

OFICINA DEL RECTOR
OFFICE OF THE CHANCELLOR

**BY LAWS OF THE BIOSAFETY COMMITTEE
OF THE MEDICAL SCIENCES CAMPUS**

ARTICLE I: PREFACE

SECTION 1.1 TITLE

These guidelines will be known as “Bylaws of the Biosafety Committee of the Medical Sciences Campus of the University of Puerto Rico”.

SECTION 1.2 REGULATORY BASE

The legal base used to approve the present bylaws is Law number 1 of January 20, 1966, as amended 18L.P.R.A. section 601, et.seq. Public Law No.91-596; Occupational Safety and Health Act of 1970, (U.S.); and the Puerto Rico Occupational Safety and Health Act., Act No. 230, of May 12, 1942, as amended.

SECTION 1.3 SCOPE:

The Biosafety Committee is an advisory committee to the Chancellor of the University of Puerto Rico Medical Sciences Campus (MSC) whose responsibility includes the review of research, teaching or training projects, using potentially hazardous materials, infectious agents and recombinant DNA within the Medical Sciences Campus.

ARTICLE II COMMITTEE STRUCTURE

SECTION 2.1. MEMBERSHIP:

2.1.1 CHAIRPERSON:

The Chairperson shall be appointed by the Chancellor of the Medical Sciences Campus.

2.1.2 OTHER MEMBERS:

Membership is selected from different disciplines, pertinent to the use and handling of biological and chemical hazardous agents and recombinant DNA. The Chancellor, with advice and consent of the Committee, chooses the members of the Committee which should include the following:

1. Animal Biosafety
2. Persons with experience on
 - a. Microbiology
 - b. Physiology
 - c. Toxicology
 - d. Public Health
 - e. Pharmacy
3. *Research Laboratory Safety Office Representative*
4. Two members from the general public. (*Members should be non-affiliated for DNA Recombinant projects*).
5. Any other member or members deemed necessary
-Ex-officio member; this person will be the liaison with the Chancellor's Office. Will not count for quorum.

2.1.3 ALTERNATE MEMBERS:

The Committee will use if needed, the services of ad-hoc consultants to assist in accomplishing its obligations. These consultants must sign the Confidentiality agreement, prior to their assistance.

An alternate member shall be designated by the *Chancellor, by recommendation of the committee*, to guarantee representation of the different disciplines, at any given meeting.

SECTION 2.2 SECRETARY:

The Committee will have a Secretary appointed by the Chancellor.

SECTION 2.3 TERM

- 2.3.1 The Chancellor may extend the term of the Chairman or the members at his option.

SECTION 2.4 VACANCY

If a vacancy occurs, a substitute will be appointed according to Section 2.1.

SECTION 2.5 QUORUM

Quorum will be established when a half and one of the voting Committee members are present.

SECTION 2.6 REQUIREMENTS FOR HOLDING MEETINGS

The Committee shall meet at least monthly or as often as necessary to conduct its business promptly. The Chairperson shall call a meeting at his/her discretion or upon the recommendation of the Chancellor, or by request of any member of the Committee.

SECTION 2.7 RULES

2.7.1 The meetings will be conducted according to *basic rules* of order.

2.7.2 *Voting will be non secret, unless the Chair considers a different method (like written vote).*

2.7.3 *Motions will be presented by any IBC member for discussion and vote.*
- The motions will be approved by simple majority.

-Approved motions can be reconsidered during the same meeting

-To change or improve a motion, the members have to vote first for the modifications before voting for the main motion

SECTION 2.8 REPORTING

The approved reports and minutes of the Committee shall be made available to the Chancellor and to any other authorized officers, if requested.

SECTION 2.9 Attendance to meetings.

2.9.1 Members will attend every meeting. Alternate members will substitute the appointed members when necessary.

2.9.2 Inability to attend a meeting should be notified prior to it, in order to find an alternate member.

2.9.3 A member will be *interviewed by the Chair in terms of future availability*, if he/she has 3 unjustified absences in 1 year.

SECTION 2.10 MODIFICATION OF THE BY-LAWS

By-laws may be modified by *at least* a two-thirds vote of all members of the Committee.

SECTION 2.11 CONFIDENTIALITY

All the issues discussed at the meetings should be kept confidential. All members or guests are required to sign *and obey* a confidentiality agreement.

ARTICLE III: DUTIES

SECTION 3.1 COMMITTEE DUTIES

- 3.1.1 Recommend policies and procedures or others technical information for risk assessment.
- 3.1.2 Review practices and procedures to cover general laboratory operations.
- 3.1.3 Request information from investigators, about specific practices and procedures requested to protect personnel from projects that pose unusual biohazards.
- 3.1.4 Develop and maintain a mechanism for reviewing research proposals to ensure compliance, with established safety and health standards, recommendations or guidelines.
- 3.1.5 Provide advice and training in Laboratory Safety Practices, to the personnel participating in research activities at the MSC.

SECTION 3.2 MEMBER DUTIES

- 3.2.1 Members should attend to all the meetings and participate actively in all assigned duties by the Committee or the Chairperson.
- 3.2.2 Members will have the right to express their point of view and to vote, in all the issues discussed.
- 3.2.3 Member whose project is being discussed on a meeting, will not be present at the review/voting process related to that project.
- 3.2.4 Ex-officio members will participate in every meeting, but will not have the right to vote.
- 3.2.5 Members should sign *and comply with a* confidentiality agreement, as part of the Committee's membership.

SECTION 3.3 CHAIRPERSON DUTIES

- 3.3.1 Is the liaison between the Committee and the Chancellor.
- 3.3.2 Represents the Committee in all duties related to Biosafety issues affecting the Institution.
- 3.3.3 Schedule for Committee meetings, directs working sessions, and assigns duties to the Committee members.

3.3.4 Will follow-up on all pending issues and will provide orientations to new members.

3.3.5 Will assign subcommittees when needed.

3.3.6 Will sign official documentation related to all committee's duties.

SECTION 3.4 SECRETARY DUTIES

3.4.1 Will assist in all meeting's coordination and preparation.

3.4.2 Will call or send letters to the members regarding meeting arrangements.

3.4.3 Will send copies of the proposals to be evaluated to the Committee members.

3.4.4 Will prepare minutes from all meetings.

3.4.5 Will send letters to the applicants after their projects are reviewed by the Committee.

3.4.6 Will maintain project's records and files of all the Committee's activities, organized and readily available.

3.4.7 Will send reminders of proposal renewals.

3.4.8 The secretary of the Committee will perform any additional duties assigned by the Chairperson and file an attendance list after each meeting.