

I. Program Administration

A. The Office of the Vice Provost for Research.

The Office of the Vice Provost for Research has overall responsibility for the control of biohazards including the establishment of relevant policies and procedures. All University units with responsibility for any aspect of biohazards or potentially infectious materials must coordinate their activities through the Office of the Vice Provost for Research. The following administrative offices report to the Vice Provost for Research:

- Center for Technology Transfer
- Office of Environmental Health & Radiation Safety (EHRS)
- Office of Research Administration (ORA)
- Office of Research Services
- University Laboratory Animal Resources (ULAR)

B. The Institutional Biosafety Committee (IBC).

The IBC, a subcommittee of the Environmental Health & Radiation Safety Committee, is charged by the Vice Provost for Research to formulate policy and procedures related to the use of biohazardous agents, including: human pathogens, oncogenic viruses, other infectious agents and recombinant DNA (rDNA). As mandated by the National Institutes of Health recombinant DNA guidelines, experiments involving human gene transfer, formation of transgenic animals and the generation of rDNA must be reviewed and approved by the IBC. (See section IIC below).

C. The Office of Environmental Health & Radiation Safety (EHRS):

EHRS is the operational group of the Environmental Health and Safety Committee. The EHRS biological safety program provides services, advice and compliance assistance to ensure employees, students, and visitors follow safe work practices when working with or near biologically hazardous materials (infectious agents, biohazardous material or recombinant DNA). EHRS provides the expertise needed to direct efforts towards compliance with biological safety guidelines and health and safety laws and regulations. The EHRS biological safety staff:

- monitors compliance with University safety policies and procedures regarding potentially infectious and biohazardous materials,
- assists PIs and laboratory personnel in the selection of safe laboratory practices, equipment and controls,
- provides technical guidance to all personnel on matters related to biological laboratory safety,

- develops and conducts appropriate training programs to promote techniques for the safe handling and disposal of potentially infectious and biohazardous materials,
- approves the use of biohazardous materials by PIs and sets safety criteria for the handling of those agents,
- investigates all reported accidents which may result in personnel or environmental exposure to biohazardous materials,
- coordinates the off-site treatment of infectious wastes.
- responds to emergencies involving biohazardous materials.

D. Deans/Department Chairs.

Deans/Department Chairs are responsible for the implementation of safe practices and procedures in their schools or departments.

E. Principal Investigators (PI's).

PIs are responsible for identifying potentially infectious and biohazardous materials and carrying out specific control procedures within their own laboratories. *This responsibility may not be shifted to inexperienced or untrained personnel.* PIs are also responsible for the instruction of students and staff in the potential hazards of biologically derived materials. *All protocols involving work with potentially infectious agents must be submitted to EHRS for review and approval. For more information contact the Office of Environmental Health and Radiation Safety by phone (215- 898-4453) or email.*

F. Employees.

Employees are responsible to:

- comply with safety guidelines and procedures required for the task(s) performed,
- report unsafe conditions to the PI, supervisor or EHRS,
- seek guidance from their PI, supervisor or EHRS when they are uncertain how to handle, store or dispose of any hazardous or biohazardous material.