CHEMICAL BIOLOGICAL SAFETY COMMITTEE (CBSC) CHARTER

I. SCOPE

The Chemical Biological Safety Committee (CBSC) is a sub-committee of the Institutional Biosafety Committee (IBC) and is dedicated to excellence in the science and practice of laboratory safety. CBSC members are involved in evaluating and managing risk associated from all work being conducted in laboratories, vivaria, and support facilities throughout the university. The activities of the CBSC are those appropriate to accomplish its role in advising the Office of Environmental Health and Safety (OEHS), VCU senior management, and VCU scientists concerning all lab related safety issues.

Provisions of this charter shall apply to all research projects conducted in VCU facilities or property, including all rental or leased facilities or properties, as well as to all such projects carried out by VCU staff (temporary or full time), students or visitors in connection with VCU responsibilities.

II. CHARGE

The IBC hereby charges the CBSC to:

1. Ensure that all research and production projects involving the acquisition, use, storage, or disposal of chemical and biological hazards to comply with VCU OEHS policies and all federal, state and local regulations.

2. Advise OEHS and VCU senior management on the development of policies and procedures concerning the use of chemical and biological hazards.

3. Advise OEHS, VCU senior management, and the research community regarding levels of training, experience, and qualifications of individuals who work with or near chemical and biological hazards.

4. CBSC informs the IBC, department chairs, and other VCU entities, as required, regarding researchers determined to have failed to correct violations of governmental standards, credentialing agency requirements, and/or VCU policies regarding laboratory safety in a timely manner.

5. The CBSC shall have the authority to impose sanctions on out-of-compliance researchers and shall monitor affected research areas to insure that the conditions of the sanctioning are upheld.

III. RESPONSIBILITIES

VCU CBSC responsibilities shall include:

1. Review OEHS laboratory and vivarium compliance inspections reports to determine program deficiencies regarding to work practices, training, personal protective equipment (PPE), engineering controls, and research facilities; and to develop response plans for implementing corrective measures.
2. Ensure that all laboratory procedures, facilities, and safety equipment are consistent with written policies and procedures concerning the use of chemical and biological hazards.

3. Review research protocols approved through OEHS (MUA, IACUC hazards, DoDs, others) and provide comments/recommendations for improving individual protocols and the review program as a whole.

4. The CBSC may delegate its authority to the Chair and/or OEHS management for routine matters.

IV. MEMBERSHIP:
1. Individuals holding the following positions or titles at VCU shall be appointed to the CBSC as voting members:
   a) Institutional Biosafety Officer (OEHS)
   b) Institutional Chemical Safety Officer (OEHS)
   c) Attending Veterinarian (DAR)
   d) Microbiology Dept representative (Chair)
   e) Chemistry/Biology Dept representative
   f) School of Engineering representative
   g) Pharm/Tox representative
   h) Massey Cancer Center representative
   i) IACUC representative
   j) OEHS Asst Dir
   k) Other Safety and Research Experts

   Other members:
   a) DAR (Assistant Director Operations, Import/Export mgr.)
   b) Nonaffiliated members
   c) FMD rep
   d) Other

2. Non Voting (Ex Officio) Members:
   a) Radiation Safety Officer
   b) Legal Counsel representative
   c) Office of Research Representative

V. OFFICERS
1. The officers of the CBSC are the Chair, Institutional Chemical Safety Officer, and the Institutional Biosafety Officer.

2. The Chair or designee presides over all meetings, and oversees all CBSC activities.
3. The VCU Sr. Safety Engineers are the principal administrative officers of the CBSC and are responsible for maintaining the official records of the CBSC and for interfacing with/reporting of significant concerns to the IBC.

VI. MEETINGS

1. The CBSC shall meet quarterly and additionally at the call of the Chair of the IBC.

2. A quorum shall consist of a simple majority of voting members. To take action, a quorum must be present in person or through telephone or video conferencing.

3. All decisions and are based on a majority vote of voting members present at the time a vote is taken.

4. Voting in absentia shall take place by written formal communication.

VII. HEARINGS AND APPEALS

1. Decisions of the CBSC may be appealed to the CBSC first and may follow up on appeal to the IBC.

VIII. AMENDMENTS AND REVIEW

1. Amendments to the Charter may be proposed at any meeting of the CBSC.

2. The CBSC Charter shall be reviewed by the CBSC annually.

IX. EFFECTIVE DATE

This charter shall take effect immediately upon receipt of the signatures listed below.

X. APPROVAL

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CBSC/IBC Chair               Date

July 21, 2015