

**Institutional Biosafety Committee  
Central University of Tamil Nadu**

**Procedures and Guidelines**



**Central University of Tamil Nadu  
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## **I. Introduction**

To regulate the use of genetically modified organisms (GMOs), living modified organisms (LMOs), recombinant-DNA (rDNA) materials, and products thereof, the Government of India enacted The Environment (Protection) Act in 1986 and notified the rules for the manufacture, use/import/export and storage of hazardous microorganisms or cells in 1989, (generally referred as Rules 1989) by the Ministry of Environment and Forests (MoEF). Each organization implementing research activities should constitute an Institutional Bio-Safety Committee (IBSC) to manage production activities of GMOs, LMOs, and rDNA products. The IBSC of the Central University of Tamil Nadu (CUTN) is a registered and authorized committee of the Dept. of Biotechnology (DBT) under the Ministry of Science and Technology, Govt. of India. IBSC being a statutory committee plays prominent roles in regulating any type of biological research work conducted within the premises of CUTN. IBSC is the nodal center supporting intra biological research activities of CUTN to execute biosafety regulatory framework. As per DBT guidelines, IBSC mainly regulates and facilitates the research work that involves the use of biosafety research materials including microbes, regulated human, animal, and plant pathogens, blood samples, bodily fluids, cell culture, insects, biological toxins, and recombinant or synthetic nucleic acid molecules.

## **II. Function of IBSC**

The IBSC in CUTN accords clearance to proposed projects captioned under the restricted category following DBT guidelines. The applications of the investigators successfully cleared by IBSC will be evaluated by the Review Committee on Genetic Manipulation (RCGM), the next higher committee, functioning under the Department of Biotechnology, Ministry of Science and Technology, Government of India. This IBSC formulates biosafety plans concerned with research works of this institution and performs the on-site evaluation, assessing and supervising research facilities to evaluate the adherence of biosafety norms, procedures adopted, the relevancy of experts involved in research, and having a comprehensive effective control of the regulatory methodologies followed at the institutional level. It provides updates on the IBSC evaluation norms regularly to the principal investigators and also provides an intimation of approval/rejection of their project proposals. It falls under the domain of IBSC to evaluate field experiments and appraise emergency preparedness plans to certify that the proposed risk assessment and risk management are complying with the guideline. Details of all research activities including the utilization of GMOs/LMOs and rDNA and non-compliance of guidelines/issues, if any, will be reported regularly to the chairperson of IBSC and the Member Secretary of RCGM, the subsequent higher committee. Further, the Chairperson, Member Secretary, Biosafety Officer, and DBT nominee of IBSC have explicit roles in the function of IBSC of CUTN. Further, the Principal Investigator(s) of the project(s) have a significant role to play in complying with the regulatory framework.

### **III. Role of IBSC**

The Institutional Biosafety Committee (IBSC) of Central University of Tamil Nadu (CUTN) shall meet twice a year and review the projects conducted in the university involving genetically modified organisms (GMOs), living modified organisms (LMOs) and recombinant-DNA (rDNA) and regular convening of such meetings shall compulsorily be ensured by the Chairperson and Member Secretary. More meetings may also be convened according to the requirements of the projects. The meeting is attended by a minimum of one-half of members and chairperson, member secretary, DBT nominee, to meet the quorum.

### **IV. The responsibilities of the IBSC:**

- Review and clearance of project proposals falling under restricted category and as per guidelines issued by DBT from time to time
- Action implemented on the decisions of previous IBSC meetings
- Appraisal of projects and guidance to submission for appropriate agencies for approvals
- Inspection of containment facilities, biohazard waste disposal, greenhouses research facilities, etc.
- Assess the procedures involved in GMOs/LMOs and rDNA research
- Customising biosafety program to the level of risk assessment
- Apprise the Principal Investigator (PI) about IBSC review, approval, or rejection of their projects
- Information of all relevant activities involving the use of GMOs/LMOs and rDNA research to the Review Committee on Genetic Manipulation (RCGM)
- Ensure that information provided in the application form is correct and complete
- Guide PI on the issues related to biosafety while using GMOs/LMOs and rDNA research including the safety of all the members associated with the research activity
- Assess field experiments to ensure that the proposed risk assessment, risk management, and emergency plan are adequate

### **V. Duties of IBSC members**

The IBSC members shall specifically monitor the following during the proceedings of the meeting:

### **V.A. Chairperson**

- Chairing the meetings of the IBSC
- Decide the place and time for the meeting besides setting the meeting agendas in conjunction with Member Secretary
- Ensure proper communication of the meeting notice to all members and special invitees on time
- Ensure the presence of an adequate quorum before commencing the meeting.
- Review the action taken on the minutes of the previous meeting
- Assigning need-based action items, if needed, to each member in the agenda
- Encourage active participation of all members in the proceedings
- Plan follow up steps to implement the decision taken
- Ensure the meeting satisfies the purpose and aim of the meeting
- Taking necessary arrangements for the smooth and purposeful conduct of the meeting.
- Recommend the renewal of the IBSC members appointment based on the member's contribution

### **V. B. Member Secretary**

- Prepare agenda for the planned meeting in consultation with the Chairperson
- Communicate meeting agenda and project summary to all members and special invitees well in advance with copy circulated to staff members
- Make all preparatory arrangements for smooth conduct of the meeting
- Ensure correct recording of attendance of members present
- Reporting of sufficient quorum to the Chairperson
- Presenting the minutes of the previous meeting before the Chairperson and IBSC members to read and record the same
- If any subject, other than included in the agenda is brought to his notice for urgent consideration in the present meeting, he shall seek the permission of the chair for such agenda inclusion
- Effectively record the proceedings of the meeting
- Arranging to obtain the signature of the IBSC members in the draft minute
- He/she is the custodian of all records of the meeting and other administrative records
- He/she shall guide and influence the staff members to perform efficiently
- He/she shall regularly submit the annual report of IBSC to RCGM in prescribed format with approval of Chairperson
- Notify the PI about the consideration of the proposal for approval by IBSC

### **V. C. Members**

- Extend valuable assistance to the committee for successful completion of all its commitments
- Purposeful reporting of all unsafe situations and near-miss happenings
- Attend all IBSC meetings
- Proffer opinions/ valuable ideas for safety in the workplace.
- Encourage and influence others to work safely and effectively
- Stick to the guidelines issued by the institution and extend full cooperation to follow the same

- Conduct required inspection or assist inspections
- To comply with the resolutions adopted in meetings

## **VI. Guidelines for submission of research proposals for IBSC approval**

- Submit a hard copy of the project summary, grant proposal, brief CV (highlighting publications showing the expertise of the PI in the proposed experiments), and a PowerPoint presentation highlighting the biosafety requirements of the project to the office of the Member Secretary, IBSC. A soft copy of the application should also be submitted through email.
- The project summary form can be downloaded from this link: <<[IBSC Project summary](#)>>
- Please note that the IBSC normally meets twice a year, therefore the application should be submitted at least 30 days in advance
- While preparing the application please note the following:
- It is the responsibility of the principal investigator (PI) to apprise the IBSC about experiments involving recombinant DNA (rDNA) technology, genetically modified organisms (GMOs), living modified organisms (LMOs) or any infectious organisms through the application as stated above.
- For experiments involving rDNA and infectious organisms, the PI must determine the biosafety level as well as the category that the experiments fall under based on the DBT guidelines. The assignment of the risk category of any microorganism(s) being handled as part of the experimental protocol must be determined based on the DBT guidelines
- Please go through the guidelines provided by DBT in the following document to understand the responsibilities of the PI <<[DBT Guidelines Handbook – 2011 and 2017](#)>>.
- A meeting of IBSC will be scheduled and the date will be communicated to the applicant at least 45 days in advance.
- The application will be evaluated by the IBSC and subject expert/s (if required). The applicant may be asked to present his/her proposal to the committee and may be asked to furnish other documents as required.