APPENDIX 2
IBC PROCEDURES FOR DEALING WITH BIOSAFETY/BIOSECURITY CONCERNS

Biosafety/biosecurity concern reported to Institutional Biosafety Committee (IBC)

**REPORT**

If work involves animals, report to IACUC Chair and Attending Vet

IACUC Chair discusses concern with Veterinary staff (e.g. Attending Veterinarian) as appropriate

Investigation completed, reported back to IBC Chair and BSO

IBC Chair & BSO initiate investigation, communicate with PI, if appropriate, and institute interim actions as needed

IBC Chair may form Investigatory Subcommittee as needed

IBC Chair convenes a special IBC meeting

IBC Chair reports back to IBC at next regularly scheduled meeting once case has been determined to be closed. Included are actions, reports, corrective steps and final authorization to notify PI that the IBC considers matter resolved and what authorities were notified.

**Committee may choose to take one or more actions:**
- PI directed to cease specific activity
- PI required to amend IBC Protocol
- PI invited to attend IBC Meeting
- PI (and/or laboratory staff) required to undergo retraining
- PI required to provide written explanation of incident/proposed resolution
- PI directed to stop research (IBC Protocol suspended)
- Incident reported to Dept. Chair, Dean or Provost
- Incident reported to funding agency/regulatory agency (e.g. NIH)
- Report to other unit on campus: e.g., Laboratory Safety Committee, IACUC, EH&S, Rad. Safety, Office of Research Services, Animal Resources Center, Office of General Counsel, Office of Risk Management, UC Compliance Committee
- Other actions as determined by the IBC, BSO

Concern reported to: (1) Laboratory Safety Contact; (2) EH&S; (3) Departmental Admin./HR; (4) Dept. Chair, Dean, Director or Divisional Head; (5) Contact Whistleblower Hotline at: **1-800-971-4317**; (6) Self-reporting to Occ. Med.

Full report at meeting: Institutional Biosafety Committee decides on course of action and specific requirements for PI, w/deadlines & resolution confirmation

BSO immediately addresses immediate safety concerns; immediately reports

Biosafety/biosecurity concern reported to the Biosafety Officer (BSO) or delegate

Reported to Laboratory Safety Committee/UC Compliance Committee