




WEST VIRGINIA UNIVERSITY
HEALTH SCIENCES CENTER

February 24, 1993

MEMORANDUM

TO: Deans, Directors, and Principal Investigators
Health Sciences Center

FROM: Dr. Robert M. D'Alessandri 
Vice President for Health Sciences

Subject: The use and storage of Biohazard/Infectious Agents
within the Health Sciences.

To help WVU comply with established Federal Guidelines governing Biohazard/Infectious Agents, all laboratories using or storing Biohazard/Infectious Agents must inventory, and label each agent and must file proper protocols with West Virginia University Institutional Biohazard Committee.

The Institutional Biohazard Committee (IBC) is charged with approving protocols that deal with all Biohazard/Infectious Agents used in research and/or teaching. It is mandatory that all investigators and teaching personnel submit proper protocols (Exhibit 3.) to the I.B.C. if their research or teaching involves the following:

1. Recombinant DNA molecules and/or their encoded products.
2. Serum and/or tissue from humans and/or subhuman primates.
3. Infectious agents (bacteria, viruses, fungi, or parasites which may infect HUMANS, ANIMALS or PLANTS).

All materials/agents that meet these criteria and that are currently being used or stored shall be inventoried, and labeled with its scientific name, the date stored and the name of the individual using or storing the Biohazard/Infectious Agent.

Areas of use and/or storage must be posted with a Biohazard symbol. These areas include laboratory rooms, incubators, refrigerators, freezers, etc.

Attached are three forms to be utilized in the inventory of Biohazard/Infectious Agents being used or stored.

The Biohazard Audit Form (Exhibit 1.) is to be filled out and returned To: Ted Naiman, Room N-110 HSN, P.O. Box 9004

By: March 31, 1993

This form is to be updated annually.

The second Form (Exhibit 2.) is to be filled out and posted on the outside of all storage containers of Biohazards including: refrigerators, freezers, incubators, etc. This form is to identify the responsible investigator, biohazard/infectious agent, and the class of the hazard. It must be kept up-to-date.

All materials/agents that have been stored and which cannot be identified by an investigator are to be turned over to Mr. Ted Naiman, HSC Biosafety Officer(293-7157) as potential Biohazard/Infectious Agents for proper disposal.

cc: Dr. William Vehse
Dr. Herman Mertins, Jr.
Dr. W. Robert Biddington
Dr. David Yelton
Mr. Roger Pugh
Mr. Steve Showers
Mr. Jon Reed
✓ Mr. Robert Smith
Mr. Ted Naiman
Mr. Harold Harper
Mr. William Reeves

IBC # :
 Reviewer :

Committee Action:
 Date :

WVU INSTITUTIONAL BIOHAZARD COMMITTEE
 PROTOCOL STATEMENT

REQUEST FOR APPROVAL TO USE HUMAN SERA, INFECTIOUS AGENTS, AND RECOMBINANT DNA

1. Responsible Investigator(s):
2. Department(s):
3. Phone Number(s):
4. Project Title:

Human or Subhuman Primate

Sera and/or tissue: _____ YES _____ NO

Infectious Agents: _____ YES _____ NO
 (Human, Animal, or Plant)

Recombinant DNA: _____ YES _____ NO

Research: _____ YES _____ NO

Teaching: _____ YES _____ NO _____ Course Number

Diagnostic: _____ YES _____ NO

5. Project Starting Date: _____

6. Project Ending Date: _____

7. Required level of physical containment: _____

8. Required level of biological containment: _____

9. Attach a short description and a diagram of the facilities to be used. Include a listing of the building(s) and room(s) where the project will be conducted. Be sure to include the numbers of the rooms where hazardous materials may be stored but not actively used. Also include those rooms adjacent to the actual location where the project is being conducted even though they are not part of the project.

10. Attach a description of your methods for transporting biohazardous materials from one room to another.

11. Attach a description of your methods for disposing of biohazardous materials.

12. If you will be using human or subhuman primate sera or tissue, attach a description of the precautions you will use.

13. If you will be using infectious agents, attach a list of all such agents, their toxic products, any antibiotics resistances they may have, and the approximate quantities you will be using at any one time.

14. If you will be using recombinant DNA molecules, attach a description of the source(s) of the DNA to be cloned; the nature of the inserted sequences; the hosts and vectors to be used; whether you will attempt to express a foreign gene, and, if so, what protein(s) will be produced; and finally what containment conditions you will use.

15. Attach a detailed description of the methodologies in which the biohazardous materials will be used.

16. Attach a detailed description of the precautions you will use to contain the biohazardous material. List all applicable federal, state, and local regulations which apply to this research. State whether you are in compliance with them. If not, what are you doing to bring your activities into compliance?

17. Attach a detailed description of the measures you employ to monitor for accidental release of biohazardous materials. Describe the procedures you will use in case of accidental spills or releases of such materials. Give the names, addresses, and phone numbers of individuals who can deal with accidental releases should you not be available.

18. Attach a list of personnel involved in the work and their qualifications.

I have read the latest copy of the Federal regulations covering this work. I accept responsibility for the safe conduct of this work and agree to abide by the Federal guidelines and any additional restrictions imposed by the Institutional Biohazards Committee.

SIGNED: _____ DATE _____
Responsible Investigator

I have read the attached proposal. The investigator has my approval to conduct the work as described. The department will supply the materials required to insure the safe conduct of the work as described in the protocol.

SIGNED: _____ DATE _____
Department Chairperson



Office of the Provost

West Virginia University

Academic Affairs and Research • Extension and Public Service • Student Affairs

April 26, 1989

Dear Colleague,

The Federal Government requires all universities involved in recombinant DNA research to have an Institutional Biohazards Committee (IBC) to oversee the conduct of such research. West Virginia University has such a Committee. To help insure a safe working environment, the University has expanded the charge of this Committee to oversee a variety of activities which pose a biohazard. Accordingly, all activities which involve recombinant DNA - infectious agents of plant, animals, and humans, or use of serum and/or tissues from humans or subhuman primates - must be approved by the IBC. This includes teaching, research and/or diagnostic use of these agents.

The attached protocol statement has been designed to solicit the information the IBC needs to make an informed decision about your proposed work. Please answer all questions which are applicable to your work. A separate protocol must be completed for each project for which you are seeking approval.

The IBC meets quarterly on the first Thursday of June, September and December. These meetings are open to the public. Submission of your protocol statement at least one month before the meeting date will insure review at the following IBC meeting.

To aid you in completing your protocol statement, copies of the National Institutes of Health guidelines for the use of recombinant DNA and the Centers for Disease Control guidelines for the use of infectious agents and HIV have been ordered and will be available in the Main Library, the Evansdale Library, the Health Sciences Library and the Office of Sponsored Programs.

Please return your completed protocol statement to the IBC, c/o Office of Sponsored Programs, Glennlock Hall, Downtown Campus.

Sincerely,

David B. Yelton
Chairman
Institutional Biohazards Committee

William E. Vehse
Associate Provost for Academic Affairs

kdm
Attachment