



SUBJECT: Institutional Biosafety Committee: <i>Training</i>	Effective Date: June 20, 2023	Policy Number: 10.12.04
	Supersedes: June 19, 2020	Page Of 1 4
	Responsible Authorities: Vice President, Research	

I. Background

Federal guidelines mandate that any entity receiving federal funding and conducting research with recombinant/synthetic nucleic acid molecules must have an Institutional Biosafety Committee to review such activities. As a condition of this funding, all University activities involving recombinant/synthetic nucleic acid molecules must follow the NIH Guidelines. The Florida Atlantic University (FAU) Institutional Biosafety Committee (IBC) has been delegated the authority to set University policy with regard to research with recombinant/synthetic nucleic acid molecules, biological materials, and select agents and toxins. The FAU IBC functions include those designated for the IBC in the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules.

II. Purpose

The purpose of this document is to outline the training required by the IBC to ensure compliance with Federal guidelines, University policy, and best practices for biosafety.

III. Policy

Training is required for all research personnel working with recombinant/synthetic nucleic acid molecules, biological materials, select agents, or toxins. Completion of the courses is a requirement for the approval of new and continuing IBC registrations. All existing training materials and course content required by the IBC and by the Office of Environmental Health and Safety will be regularly reviewed by the Biosafety Officer.

IV. Procedures

1. **Principal Investigator and Research Personnel Training**

All research personnel (including Principal Investigators) listed on an IBC registration are required to take the Initial Biosafety Training course through the CITI online platform prior to approval of that registration. In addition, the Principal Investigator for any project that involves the use of recombinant or synthetic DNA must complete the NIH Guidelines Training course through CITI. These courses are valid for a period of three years after their completion. FAU's Office of Environmental Health and Safety requires additional training related to the specific activities involved in the project.

Work Type	Required Training
All Laboratory Workers	Laboratory Safety Fire Safety and Prevention Portable Fire Extinguisher Training Hazard Communication Hazardous Material Handling and Storage Hazardous Waste Generator
Laboratories working with infectious or potentially infectious material	Bloodborne Pathogens Training Biosafety Hazardous Waste Handling and Disposal

2. **Biosafety Officer Training**

The Biosafety Officer (BSO) requires continuing education in biosafety in order to maintain credentialing (i.e., Registered Biological Safety Professional(RBP), Certified Biological Safety Professional(CBSP), etc.).

3. **IBC Member Training**

All IBC members will receive initial training regarding the IBC Policies from Research Integrity and will be required to take the Institutional Biosafety Committee Member Training course through the CITI platform. This training course outlines the duties of the IBC under the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules. Training will also consist of information provided at selected IBC meetings by the BSO or IBC Coordinator.

The objective of providing ongoing training for IBC members is to increase their knowledge, understanding, and awareness of current laws and regulations, new directives, best practice guidelines and institutional policies. It also provides a regular

Policy Number:	
10.12.04	
Page	Of
3	4

forum for the IBC to discuss concerns or questions brought forth by the faculty and research personnel. Information provided for these sessions will include questions and concerns brought to the attention of the IBC, official directives, relevant publications, conference announcements, seminar proceedings, and compliance issues. It will be the responsibility of the IBC Coordinator to document all training.

V. Accountability

- 1. The Principal Investigator will be responsible for:**
Ensuring that all project personnel receive adequate instruction in the safe handling of materials and equipment. This includes maintaining current CITI and EHS training, maintaining emergency and spill plans for the laboratory, and supervising any specific safety training required for the handling of materials related to their projects over the course of the study.
- 2. Research Personnel will be responsible for:**
Maintaining current CITI and EHS training.
- 3. Research Integrity will be responsible for:**
Reviewing CITI training for the PI and all Project Personnel prior to the approval of IBC registration.
- 4. EHS will be responsible for:**
Reviewing EHS training for the PI and all Project Personnel prior to the approval of IBC registration.
- 5. IBC Members will be responsible for:**
Maintaining current CITI training.

VI. Policy Renewal Date

June 19, 2026

VII. References

[NIH Guidelines - ops.od.nih.gov](https://ops.od.nih.gov)
[CITI online training - cititraining.org](https://cititraining.org)
[FAU EHS Training - fau.edu/ehs/training/](https://fau.edu/ehs/training/)

Policy Number:	
10.12.04	
Page	Of
4	4

POLICY APPROVAL

Initiating Authority

Signature: _____

Date: _____

Name: Gregg B. Fields, Ph.D, Interim Vice President for Research
