

Chemical and Biological Safety (CABS)

CHARTER CHEMICAL AND BIOLOGICAL SAFETY COMMITTEE KECK GRADUATE INSTITUTE

Article I. Introduction

Purpose

The Chemical and Biological Safety committee (CABS) is a standing committee and is responsible for reviewing research activities conducted by faculty, staff, students and/or visiting scientists on Keck Graduate Institute (KGI) property that involve the use of biological agents and hazardous chemicals. CABS also serves as a forum for the discussion of safety, health, and OSHA regulatory issues that affect the campus research community, students, faculty, and staff.

Summary of Functions:

The Chemical and Biological Safety committee (CABS) shall assist principal investigators in meeting their responsibilities, impose requirements, review, and approve policies, proposals, procedures, programs, and facilities pursuant to the safe and legally compliant use of biological agents and hazardous chemicals.

The policy of the committee is to work cooperatively without compromising federal and state regulations with KGI researchers, faculty and staff to promote biological and chemical laboratory safety with the least interference possible in scientific and educational activities.

Mission

The mission of this committee is to ensure that all activities involving biological agents, hazardous chemicals and the facilities used to conduct such work are in compliance with all external regulations, and applicable Institute policies.

Article II. Functions

The CABS committee:

1. The Committee Chair reports to the President and Vice President for Academic Affairs and Dean of Faculty.
2. The Chemical and Biological Safety committee Chair, if necessary may provide direct technical advice to the Senior Cabinet regarding committee recommendations in strategies for dealing with unsafe conditions.
3. CABS reviews reports of incidents and near misses, exposure of campus personnel to hazardous chemicals or microorganisms, unsafe housekeeping, as well as reports of chemical or biological contamination of facilities.
4. CABS, serves as a forum for the discussion of safety, health and legislative issues that affect the campus community. (OSHA, FDA, DEA and ATF)
5. CABS will serve as a forum for discussion of safety and health training programs for students, faculty and staff, and arrange for that training as needed.
6. The committee reviews and approves protocols for research projects involving toxins, known carcinogens and other hazardous chemicals.
7. The committee reviews and approves protocols for research projects involving human pathogens according to the NIH/CDC publication BioSafety in Microbiological and Biomedical Laboratories.
8. CABS, communicates as needed with KGI's Illness and Injury Safety Committee (IISC).
 - a. IISC has its own charter, and informs the CABS committee of all changes to the charter and vice versa.
 - b. IISC and CABS maintains an open communication policy between the two groups and will report to each other its operations and findings during regular quarterly meetings.

Article III. Membership

1. Voting Members: Up to three (3) persons who represent the interests of the surrounding faculty community, and three (3) persons representing the KGI community as a whole. Total membership will then be from 3 to 6 voting members.
2. Ex-Officio Members: The primary role of an *ex officio* member of the Chemical and Biological Safety committee is to be a source of communication between the committee and the research faculty he or she represents. In addition, the *ex officio* member may be able to contribute information or expertise to the committee. However, if the committee is properly to serve its function in university governance, the primary role in formulating policy or

reaching other decisions must rest with the regularly appointed safety members of the committee.

- a. Two (2) faculty member consultants. Additional faculty PI's may be added if they are determined to be using hazardous or potentially hazardous chemical or biological materials.
 - b. Representative, One (1) consulting member from the CUC EH&S staff.
3. Term of Membership
- a. The Chair serves a two-year term.
 - b. The voting members serve ONE-year terms.
 - c. The Chair and members may be reappointed for additional terms.
 - d. *Ex-officio* members and representatives are appointed for an indefinite period.
4. Appointments
- a. The Chemical and Biological Safety committee Chair shall be appointed by the President.
 - b. Voting members shall be selected by the Biological and Chemical Safety committee Chair.

Article IV. Management

1. At the beginning of each semester, the Chemical and Biological Safety committee Chair shall poll the members to determine the day(s) of the week and time when the members are available for a meeting. The chair shall select the day and time for the meeting, based on this survey.
2. There shall be no more than four meetings per academic year.
3. *Ad hoc* or standing subcommittees may be established by the Chair subject to approval by the committee. Members of the subcommittees shall be appointed by the Chair. Individuals who are not CABS members may be requested to serve on subcommittees.
4. Minutes shall be taken by a committee member and distributed by the Chair to all members.

Special acknowledgement to University of Maryland (UM) for the structure and outline used in developing this charter. <http://www.umresearch.umd.edu/BACH/>