

SUBCOMMITTEE ON RESEARCH SAFETY

1. **PURPOSE:** The Subcommittee on Research Safety (SRS) ensures personnel safety relative to the use of potential biohazards - such as pathogens and/or etiologic agents, organisms and viruses with DNA molecules, chemical hazards, and physical hazards - encountered in laboratory settings.
2. **POLICY:** To minimize all safety risks associated with the use of potential biohazards in the Louis Stokes Cleveland Department of Veterans Affairs Medical Center (LSCDVAMC) research laboratories.
3. **RESPONSIBILITY:** The SRS will be responsible for coordinating all safety activities in the research laboratories. These responsibilities include:
 - a. Reviewing all research activities involving biological, chemical, physical and radiation hazards for compliance with all applicable regulations, policies and guidelines.
 - b. Providing written notification of the results of SRS review to the Research & Development Committee (R&D Committee).
 - c. Reviewing annually all active research protocols involving biological, chemical, physical and radiation hazards regardless of funding status or source.
 - d. Ensuring that a complete list of all products containing chemicals designated or identified by Occupational Safety and Health Administration and/or the Environmental Protection Agency as hazardous has been submitted to the Research Safety Coordinator for review and approval.
 - e. Coordinating all safety-related activities in research laboratories including mandatory and non-mandatory training, safety inspections, accident reporting and liaison activities with all facility security and safety committees and officials.
 - f. Ensuring that all laboratory personnel receive annual training specific to their research activities.
 - g. Evaluating on an annual basis the effectiveness of the laboratory's Chemical Hygiene Plan.
 - h. Submitting its recommendations to the R&D Committee for review and concurrence
4. **MEMBERSHIP:**
 - a. The membership is made up of employees of Medical Research Service who work in laboratories that are located in different sections of the assigned research area. Permanent members are the Supervisor of the Animal Research Facility who serves as a member on the local Institutional Animal Care and Use Committee, a representative from the facility Infection Control Committee, and the facility Radiation Safety Officer.
 - b. Ex-officio members include the Research Safety Coordinator/Chemical Hygiene Officer, who serves as Secretary (voting), the Administrative Officer/Research or other

non-voting representative from the R&D office (non-voting), a liaison member of the local R&D Committee (voting), and an employee union safety designee. A representative of the medical center Safety staff may be an ex officio non-voting member of the committee.

c. Appointments to the SRS are made on the recommendation of the R&D Committee to the Medical Center Director. Appointments by the Medical Center Director are for three-year terms and may be renewed without any lapse in time. The Medical Center Director also appoints the SRS Chairperson for the term of one year and may re-appoint the same person without any lapse in time.

5. **MEETINGS AND MINUTES:** Meetings will occur monthly or at the call of the Chairperson. Minutes will be recorded and forwarded to the R&D Committee for approval. Protocols involving recombinant DNA not exempt from NIH Guidelines require review by Case Western Reserve University's Institutional Biosafety Committee (IBC). A voting member of the SRS with expertise in recombinant DNA will attend the Case IBC meetings as needed, when VA business is presented.

6. **REFERENCES:** VHA Handbook 1200.1 "The Research and Development Committee Handbook"; VHA Handbook 1200.06 "Control of Hazardous Agents in VA Research Laboratories;" VHA Handbook 1200.8 "Safety of Personnel Engaged in Research".

7. **RESCISSION:** Medical Center Policy 151-007 dated September 1, 2004 has been rescinded. The review date of this policy is September 1, 2010.

8. **FOLLOW-UP RESPONSIBILITY:** Associate Chief of Staff for Research

WILLIAM D. MONTAGUE
Medical Center Director