

Office of Environmental Health and Safety
Chemical/Biological Safety Section

Institutional Biosafety Committee Procedures for Correcting Violations
(Updated 07/20/09)

The following outlines procedures which will be followed by the Institutional Biosafety Committee to ensure that hazardous materials are used in a safe manner. The option to appeal to the next higher level of authority is always open to any individual who is cited under these procedures. Please see the [Chemical/Biological Safety website](#) for further information.

I. Violation Identified

- A. First Time - Follow-Up Survey
- B. Multiple or Repeated Violation - See Below

II. Follow-Up Survey

- A. Violation Corrected - No Further Action
- B. Violation Not Corrected - Notify Department Chair, Written Response to Assistant Director of OEHS

III. Written Response to Assistant Director, Chemical/Biosafety Section, OEHS (within 20 working days)

- A. Response Accepted - No Further Action
- B. Not Accepted - Referral to Institutional Biosafety Committee
- C. No Response - Referral to Institutional Biosafety Committee

IV. Referral to Institutional Biosafety Committee

- A. Explanation Accepted - No Further Action
- B. Explanation Not Accepted - Probation
- C. No Explanation - Referral to Vice President for Research

V. Probation (3 to 6 months)

- A. No Further Violations - Removed From Probation by IBC

B. Further Violation identified - Referral to Vice President for Research

VI. Referral to Vice President for Research

A. Probationary Period Extended

B. Authorization Withdrawn

C. Other Disciplinary Actions Taken

Multiple or Repeated Violations

I. Written Response to Assistant Director, Chemical/Biosafety Section, OEHS (within 20 working days).

A. Response Accepted - Follow-Up Survey

1. No Violations - No Further Action

2. Violation Found - Retraining Required

B. Not Accepted - Retraining of Investigator and Staff

C. No Response - Referral to Institutional Biosafety Committee

II. Safety Retraining of Investigator and Staff (within 90 days)

A. No Further Violations - No Further Action

B. Further Violations - Referral to Institutional Biosafety Committee

III. Referral to Institutional Biosafety Committee

A. Explanation Accepted - No Further Action

B. Explanation Not Accepted - Probation

C. No Explanation - Referral to Vice President for Research

IV. Probation (3 to 6 months)

A. No Further Violations - Removed From Probation by IBC

B. Further Violation Identified - Referral to Vice President for Research

V. Referral to Vice President for Research

A. Probationary Period Extended

B. Authorization Withdrawn

C. Other Disciplinary Actions Taken