

**VA NORTHEAST OHIO HEALTHCARE SYSTEM
Louis Stokes Cleveland VAMC
Medical Research Service
Subcommittee on Research Safety Policy**

Effective Date: JANUARY 25, 2023

Policy Title: SUBCOMMITTEE ON RESEARCH SAFETY MEMBERSHIP

Policy Number: SRS--026

Policy Version:.04

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1. **PURPOSE:** To establish membership criteria for those who serve on the Subcommittee on Research Safety.
2. **POLICY:** Membership on the Subcommittee on Research Safety must be constituted according to the criteria outlined within this standard operating procedure.
3. **DEFINITIONS:**
 - a. SRS – Subcommittee on Research Safety
 - b. RSC – Research Safety Coordinator
 - c. R & D – Research and Development
 - d. Candidate – Individual being considered for SRS membership
 - e. Voting Members – Members who cast a deciding vote during convened SRS meetings.
 - f. *Ex-officio* Members – Members who have an interest in or are involved with Medical Research by virtue of their position at the Louis Stokes Cleveland DVAMC.
 - g. Quorum – Fifty-one percent of the voting members present when a vote is taken at a convened SRS meeting.
 - h. SOP – Standard Operating Procedure
 - i. Louis Stokes Cleveland DVAMC – Louis Stokes Cleveland Department of Veterans Affairs Medical Center
 - j. IRE – Institutional Review Entity: A committee that is responsible for the effective oversight of Dual Use Research of Concern (DURC): 15 agents that have the potential to pose a severe threat to human, animal, or plant health, or to animal or plant products.

4. RESPONSIBILITY:

a. RSC:

- (1) Sends out a notice to SRS Committee Members when an opening on the SRS exists.
- (2) Contacts current SRS members when their appointments are due to expire and confirms if current member volunteers to serve for another one or three-year appointment.
- (3) Confirms permission from candidate's employer (Principal Investigator, Doctor, etc.) that candidate is permitted to serve on the SRS.
- (4) Forwards candidate or re-appointee *curriculum vitae* to SRS members as part of their monthly SRS meeting packet.
- (5) Presents candidate or re-appointee's *curriculum vitae* at a convened SRS meeting.
- (5) Forwards *curriculum vitae* for candidate or re-appointee to the R & D Committee, when approved by the SRS.
- (6) Forwards approval notice to the candidate or re-appointee when the Medical Center Director's approval notice is received from the R & D Coordinator.

b. CHAIR/ALTERNATE CHAIR:

- (1) Review *curriculum vitae* for candidates and/or re-appointees.
- (2) Review SRS SOP Subcommittee on Research Safety Membership to ensure that candidates and/or re-appointees meet the qualifications outlined in Section 5, Procedure, below.

c. R & D COORDINATOR:

- (1) Presents SRS candidates and re-appointees at convened R & D Committee meetings.
- (2) Forwards an approval notice to the Medical Center Director for his/her approval when approved by the R & D Committee.
- (3) Forwards to the RSC the signed Medical Center Director's approval when a candidate or re-appointee has been officially appointed or re-appointed to serve on the SRS.

d. VOTING MEMBERS:

- (1) May nominate potential candidates when an opening occurs on the SRS.
- (2) Review *curriculum vitae* for candidates and/or re-appointees.
- (3) Review SRS Policy Subcommittee on Research Safety Membership to ensure that a candidate

and/or re-appointee meet the qualifications outlined in Section 5, Procedure, below.

(4) Submit any questions or concerns regarding candidates and/or re-appointees prior to the next convened SRS meeting.

(5) Vote to approve or disapprove a candidate or re-appointee at a convened SRS meeting when quorum is met.

(6) Two SRS voting members (with knowledge/understanding of work involving recombinant DNA and synthetic nucleic acids) must serve on Case Western Reserve University's Institutional Biosafety Committee (IBC)*. Only one member needs to be in attendance when non-exempt synthetic and recombinant nucleic acid studies conducted at/associated with the Louis Stokes Cleveland Department of Veterans Affairs Medical Center are on an IBC agenda. Attendance at monthly IBC meetings needs to be coordinated between these two members.

*The SRS nominates potential candidates to serve as voting members on the IBC. The IBC makes the determination as to who will be approved to serve.

e. *Ex-OFFICIO* MEMBERS

(1) May nominate potential candidates when an opening occurs on the SRS.

(2) Review *curriculum vitae* for candidates and/or re-appointees.

(3) Review SRS SOP Subcommittee on Research Safety Membership to ensure that a candidate and/or re-appointee meet the qualifications outlined in Section 5, Procedure, below.

(4) Submit any questions or concerns regarding candidates and/or re-appointees prior to the next convened SRS meeting.

5. PROCEDURE:

a. MANDATORY VOTING MEMBERS

(1) Must include a member of the local Institutional Animal Care and Use Committee, a representative from the facility Infection Control Department, and the facility Radiation Safety Officer.

(2) Review materials to be presented at convened SRS meetings.

(3) Have three-year appointments.

(4) Also have a three-year appointment on the Institutional Review Entity (IRE).

b. OTHER VOTING MEMBERS

(1) Include the SRS Chair.

(2) May also include a Clinical Research Coordinator, a Rehabilitation R & D Representative, and a Biological Science Laboratory Technician.

(3) Must have a VA appointment or Without Compensation (WOC) appointment with the Louis Stokes Cleveland DVAMC for a minimum of one year.

(4) Review materials to be presented at convened SRS meetings.

(5) Have three-year appointments.

(6) Also have a three-year appointment on the Institutional Review Entity (IRE).

c. ALTERNATE VOTING MEMBERS

(1) Serve in lieu of voting members.

(2) Have the same qualifications as the “mandatory” or “other” voting member as listed above.

(3) Have three-year appointments.

(4) Also have a three-year appointment on the Institutional Review Entity (IRE).

d. *Ex-officio* MEMBERS

(1) *Ex-officio* members include the RSC, who serves as Secretary (voting), an employee union safety designee, a representative from the Facility Safety Office, a liaison voting or non-voting member of the facility R&D Committee – who will serve as a non-voting member of the SRS, and may include a representative from Personnel Health Service.

(2) Have three-year appointments.

(3) Review materials to be presented at convened SRS meetings.

(4) Serve on the Institutional Review Entity (IRE).

e. SRS Chair

(1) Must be a VA-associated Principal Investigator for a minimum of one year.

(2) Attends at least 50% of the convened SRS meetings.

(3) Reviews materials to be presented at convened SRS meetings.

(4) Has a one-year appointment.

(5) Also serves as Chair of the Institutional Review Entity (IRE).

f. SRS Alternate Chair

- (1) Must be a VA-associated Principal Investigator for a minimum of one year.
- (2) Attends in lieu of the SRS Chair.
- (3) Reviews materials to be presented at convened SRS meetings.
- (4) Has a one-year appointment.
- (5) Also serves as Alternate Chair of the Institutional Review Entity (IRE).

5. REFERENCES: Medical Center Policy 151-007, Subcommittee on Research Safety.

6. RESCISSIONS: Medical Research Policy SRS-026. The rescission date of this Subcommittee on Research Safety and Security Policy is January 24, 2028.

7. FOLLOW UP: RSC/CHO