

## Institutional Biosafety and Biosecurity Committee

### Terms of Reference

1. To administer all of the requirements of the Institutional Biosafety and Biosecurity Committee as prescribed by the national and international laws on biosafety and biosecurity on behalf of Universiti Putra Malaysia.
2. To make recommendations to the University Health and Safety committee on actions and/or policies related to biosafety and biosecurity at the Universiti Putra Malaysia.
3. To provide a point of reference and referral on all matters related to infectious and potentially infectious agents/materials, GMO, LMO, rDNA and biological toxins in defined facility and containment zone in Universiti Putra Malaysia.
4. To advise on the legislative requirements (development and implementation) for the safe condition during the handling of infectious and potentially infectious agents/materials, GMO, LMO, rDNA and biological toxins.
5. To approve protocols involving the use of infectious and potentially infectious agents/materials, GMO, LMO, rDNA and biological toxins and to confirm the appropriate containment level for the work; to verify that the appropriate facilities and procedures are in use and to ensure that appropriate procedures for the use, storage and disposal of the named agents are followed.
6. To ensure relevant and appropriate biosecurity measures are implemented. which includes :
  - a) physical security such as infrastructure, containment zone, and perimeter security;
  - b) information security measures such as the building security plan, passwords, material inventory, and information of storage location of the materials; and
  - c) background checks of the laboratory personnel.
7. To monitor and promote compliance with the established policies and procedures as set out in the most current version of Malaysia's Biosafety Act, and other government and University guidelines related to biosafety and biosecurity.
8. To develop and recommend policies and procedures to meet or exceed the requirements for each containment level as stated in the current version of the laws on biosafety and biosecurity or the most current version of other applicable standards for teaching and research.
9. In collaboration with the University Biosafety Officer, to review, recommend and act as an expert resource for biosafety and biosecurity education and training programmes at Universiti Putra Malaysia.

10. The Biosafety and Biosecurity Committee will receive applications for approval of activities involving infectious and potentially infectious agents/materials, GMO, LMO, rDNA and biological toxins.
  - a) Review the submitted Preliminary Assessment Form (PAF)
  - b) Review the Notice of Intent (NOI) form
  - c) Review the Biosafety Application Form (BAF).
  - d) Notify the Principal Investigator (PI) on the status of submitted PAF, NOI and the BAF.
  - e) Periodically review the compliance of all registered activities involving the use of infectious and potentially infectious agents/materials, GMO, LMO, rDNA and biological toxins.
  
11. In relation to exempt dealings with GMOs, the IBBC shall:
  - a) Assist individuals within University to correctly identify the proposed dealing with the GMO as an exempt dealing with GMO (in accordance with Malaysia's Biosafety Regulations).
  - b) In relation to notifiable low-risk dealing (NLRDs ) with GMOs the IBBC shall:
    - assist proponents in identifying the requirements pertaining to NLRDs correctly;
    - assist the applicant in understanding the conditions applying NLRDs;
    - consider proposals to prepared by applicants, in accordance with the legislation;
    - notify the Regulator within 14 days of the IBC assessment of the proposal. The notification to the Regulator must include a copy of the information provided by the applicant and the results of the IBBC's consideration (supporting information); and
    - notify the applicant, and the project supervisor, that the IBBC has provided the required information to the Regulator.
  
12. In relation to dealings with GMOs requiring licensing by the Regulator the IBBC shall:
  - a) Assist applicants in preparing applications for license, in accordance with the Regulator's application requirement;
  - b) Consider proposals prepare by proponents,in accordance with the legislation; and
  - c) Provide advice to the Regulator on applications for licence (supporting information)

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13. An appropriately qualified member of the IBBC shall, on behalf of Universiti Putra Malaysia, perform the following functions in relation to containment facilities:
  - a) Inspect all of the organization's containment facilities, against the Regulator's requirements for containment, at least once per year;
  - b) Implement appropriate procedures for dealing with accidents and incidents with infectious and potentially infectious agents/materials, GMO, LMO, rDNA and biological toxins ; and
  - c) Ensure appropriate mechanisms to address conflict of interest
  
14. Perform such other duties and functions pertaining to biosafety and biosecurity as may be delegated to the IBBC.