

Laboratory Chemical and Biological Safety (LCABS) Committee Charter

A. Introduction:

Purpose

The Laboratory Chemical and Biological Safety Committee (LCABS) is a standing committee that is responsible for reviewing research activities conducted by faculty, staff, students and/or visiting scientists to Keck Graduate Institute (KGI) property that involve the use of biological agents and hazardous chemicals. LCABS 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 Laboratory Chemical and Biological Safety committee (LCABS) 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.



B. Functions:

The LCABS Committee:

1. The Dean of Research serves as the Committee Chair.
2. The Laboratory 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. LCABS 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. LCABS serves as a forum for the discussion of safety, health and legislative issues that affect the campus community. (OSHA, FDA, DEA and ATF)
5. LCABS conducts annual laboratory safety inspections, in accordance with various regulatory and compliance obligations. Inspections include chemical safety, hazardous waste, fire/life safety, equipment, biological safety, etc.
6. LCABS will serve as a forum for discussions of safety and health training programs for students, faculty and staff, and arrange for that training as needed.
7. The committee reviews and approves protocols for research projects involving toxins, known carcinogens and other hazardous chemicals.
8. LCABS communicates as needed with HR in regards to lab injuries. The Laboratory Chemical and Biological Safety Committee (LCABS) is a standing committee and is responsible for reviewing research activities conducted by faculty, staff, students and/or visiting scientists to Keck Graduate Institute (KGI) property that involve the use of biological agents and hazardous chemicals. LCABS also serves as a forum for the discussion of safety, health, and OSHA regulatory issues that affect the campus's research, community, students, faculty, and staff.

C. Membership:

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.

Ex-Officio Members:

- Ex-Officio members are optional to have on the committee. The primary role of an Ex-Officio member of the Laboratory 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 to properly 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.

- 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.

Term of Membership:

- The Chair and voting members can serve as long as they are willing to and are qualified for the role.
- Ex-Officio members are appointed for an indefinite period.

Appointments:

- The Laboratory Chemical and Biological Safety committee Chair shall be appointed by Vice President of Academic Affair.
- Voting members shall be selected by the Laboratory Biological and Chemical Safety committee Chair.

D. Management:

1. At the beginning of each semester, the Laboratory Chemical and Biological Safety Committee Chair shall poll the members to determine the day(s) of the week and time(s) when the members are available for a meeting. The chair shall select the day and time for the meeting, based on this survey.
2. The meeting will be held biannually or quarterly as needed.
3. Minutes shall be taken by Chair or a committee member and distributed to all members.