Policy *166.1* Version *1 02/24/2015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Section 166.1: Institutional Safety |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * The Office of the Vice President for Research and Creative Activity, February 18, 2015
* Sheri Anderson: sheri.anderson@ndsu.edu; Cassie Johnson: cassandra.j.johnson@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 166.1
INSTITUTIONAL SAFETY**

#### SOURCE: NDSU President

1. **Institutional Biosafety**

1.1 The University's Institutional Biosafety policies are administered by the Office of Sponsored Programs Administration (Division of the Vice President for Research and Creative Activity).

1.2 The North Dakota State University Institutional Biosafety Committee is charged with the responsibility of maintaining an institutional biosafety program and formulating policies consistent with State and Federal Laws, such as the NIH Guidelines for Research Involving Recombinant DNA Molecules as outlined in Policy 347. Anyone involved with recombinant DNA methodology must contact the chair of the Institutional Biosafety Committee who is responsible for advising and assisting the Committee and University faculty.

1. **Institutional Laboratory and Chemical Safety**

2.1 Anyone employed at North Dakota State University who will be using hazardous chemicals in a laboratory, greenhouse, or field site will need to attend the Laboratory and Chemical Safety Short Course provided by the Safety Officer and adhere to requirements of the NDSU Chemical Plan available from the Safety Office.

2.2 The Laboratory and Chemical Safety Committee is composed of a cross section of representatives from various science departments. The committee's responsibilities include 1) maintaining and revising the NDSU Chemical Hygiene Plan as appropriate to ensure compliance with regulatory changes; 2) advising the University Administration on changes to ensure regulatory conformity, and 3) assisting and supporting the University Police & Safety Office in maintaining adherence to the management plan and other regulatory requirements.

1. **Radiation Safety**

3.1 The North Dakota State University Radiation Safety Committee is charged with the responsibility of maintaining a Radiation Safety Program and formulating policies consistent with both State and Federal laws and assure radiation safety for all personnel. Anyone contemplating the use of radioisotopes in any form whatsoever should contact the Radiation Safety Officer, who is responsible for advising and assisting the committee as well as for more general administration of the Radiation Safety Program and for monitoring and accounting for the disposal of hazardous chemical waste from campus research and teaching activities.

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HISTORY:
New July 1990

Amended June 1994

Amended July 2001

Amended July 2008