

VAMHCS RESEARCH & DEVELOPMENT SERVICE
SRS Process Module

PM-SRS-001

Effective Date: July 2016

SRS MEMBERSHIP: COMPOSITION & APPOINTMENTS

Applicable Regulatory Context:

[VHA Handbook 1200.08 Appendix B]:

This Section of 1200.08 describes the requirements for the composition of and nomination to the Subcommittee on Research Safety (SRS).

1. Appointment of members:
 - a. SRS members and R&D Committee members forward the names of nominees for membership in SRS to the Subcommittee Liaison/SRS Coordinator. (A nomination vote by the SRS or RDC is NOT required).
 - b. The R&D Service designee verifies qualifications.
 - c. If the individual is found to be appropriate, the Subcommittee Liaison/SRS Coordinator prepares an appointment letter to be sent to Executive Suite for MCD's signature.
 - d. The signed appointment letter is scanned and filed in SRS administrative files. The original letter is given to the appointed member.

2. Length of term:
 - a. The MCD appoints the SRS chairperson for the term of 1 year. The SRS Chairperson may be re-appointed without any lapse in time; however, the SRS chairperson may not simultaneously chair the R&D Committee or another research subcommittee.
 - b. The MCD appoints SRS members for the term of 3 years. SRS members may be re-appointed without any lapse in time.
 - c. The terms must be staggered to provide partial change in membership throughout the year.

3. Membership:
 - a. SRS must have at least five members, exclusive of ex-officio members.

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- b. The SRS must include two members not affiliated with the Institution.
 - c. The SRS should include members with expertise in etiologic agents, including bloodborne and airborne pathogens; chemical carcinogens and other chemical hazards; and physical and radiation hazards.
 - d. It is recommended that at least one SRS member should possess specific occupational safety and health, environmental, and Department of Transportation expertise to ensure that all pertinent hazards in protocols are identified. It is also advisable that this member have first-hand knowledge of the space and facilities assigned to each Principal Investigator (PI) to ensure that research operations can be conducted safely.
 - e. It is highly desirable that the Veterinary Medical Officer (VMO), Veterinary Medical Consultant (VMC), or a member of the IACUC be appointed to SRS.
 - f. Ex-Officio Members:
 - i. A liaison member from the local Research and Development (R&D) Committee (voting),
 - ii. The Chemical Hygiene Officer (appointed by the R&D Committee) (voting),
 - iii. Representative from the R&D office (non-voting)
 - iv. An employee union safety representative, or other union designee, whose voting status is determined by the applicable union contract.
 - g. Alternate Members:
 - i. If alternate members are appointed, this must be stated in the appointment letter and on the roster.
 - ii. The appointment letter and the roster must state the SRS member for whom the alternate can substitute.
 - iii. The alternate cannot contribute to meeting quorum if the “main” member is present.
4. The Subcommittee Liaison/SRS Coordinator must maintain a roster of members that contains the members’ names, the SRS roles that they fulfill, the expiration date of their appointment, whether they are an alternate for an SRS member, and the name for whom they serve as an alternate.