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CHARTER

University of California High-Containment Laboratory Oversight Committee (UCHCLOC)

AUTHORITY

Authorized by University of California (UC) President Janet Napolitano on March 4, 2015.¹

GOVERNANCE AND SPONSORSHIP

Governance and sponsorship of the UCHCLOC is shared by University of California, Office of the President (UCOP) Ethics, Compliance, and Audit Services (ECAS) and the UCOP Office of Risk Services (OPRS).

OBJECTIVES AND SCOPE OF ACTIVITIES

The purpose of the University of California System-wide High-Containment Laboratory Oversight Committee (UCHCLOC) is to enable best practices within the UC system and to support development of policies and guidance. The Presidential Directive (excerpted from March 4, 2015 letter to UC Chancellors) states:¹

“UCOP will establish and facilitate a system-wide committee composed of Chairs and representatives of each campus’s High Containment Laboratory Oversight Group to enable sharing of best practices and development policies and guidance. The intent is to strengthen consistency in practices within the high-containment facilities and to provide a conduit for addressing ongoing BSL-3 issues to the President’s Office.”

DURATION OF COMMITTEE

The UCHCLOC is on-going with no established end date.

TERMINATION

The UCHCLOC shall exist to ensure that any UC campus that operates or plans to operate high-containment laboratory facilities will receive support, policies and guidance. Termination of the UCHCLOC is at the direction and authority of the UC President

¹ March 4, 2015 Letter from J. Napolitano to UC Chancellors regarding President’s Task Force on Biosafety and Biosecurity, attached as Appendix A.

MEMBERSHIP, DESIGNATION, AND DUTIES

The UCHCLOC is composed of representation from each campus having or planning to have in the near term an active high-containment laboratory and includes:

- Campus High-Containment Laboratory Oversight Group (HCLOG) Chairs or their appointed designee²
 - Voting members with one vote per campus
- Campus High Containment Laboratory Directors
 - Voting members with one vote per campus
- UC BSL3 Biosafety Training Program Director or their appointed designee
 - Voting member with one vote
- UCOP Environment, Health & Safety.
 - Two non-voting *ex officio* members
- UCOP Office of Ethics, Compliance and Audit Services
 - Two non-voting *ex officio* members
- UCOP Office of General Counsel
 - Non-voting *ex officio* member to serve as counsel to the Committee

The committee consists of no more than 21 voting members. All voting members are UC staff or faculty. Non-committee members may participate in committee meetings either in person or by teleconference provided they have been invited and approved by the UCHCLOC.

A quorum consists of a simple majority of the appointed members eligible to vote. Voting members who are recused from participating in an action on a particular issue (e.g., due to a conflict of interest), are not counted when calculating the quorum. Votes are identified by topic using the roll-call method with the results documented and included as part of the notes for each meeting or conference call. A vote of 75% or more of eligible voting members is required to approve topics or items being voted on.

The UCHCLOC is responsible for the following duties:

- 1) Review Biosafety and Biosecurity reports from the campus BSL-3 facility site visits regarding campus operations, testing and verification, biosafety plans, training records and compliance records.
- 2) Be a resource to each campus to consult and to provide recommendations on planned facility retrofit, construction, repair, purchase of facility permanent equipment, or any other major changes or upgrades involving high-containment laboratories.
 - a) Set minimum construction and commissioning standards.
 - b) Review and provide feedback on initial proposals and final plans for each BSL-3 construction or renovation project.
 - c) Develop recommended UC performance standards for construction and operation.

² Appointed designees should be members in good standing with their Campus HCLOG. The chairs should strive to attend remote and in-person UCHCLOC meetings and not rely on appointed designees regularly.

- 3) Review and discuss all findings and recommendations from the Biosafety and Biosecurity Task Force accepted by UC President Napolitano to determine policies, develop guidance, and ensure consistency in practices and management within UC high-containment facilities.
- 4) Review, on an annual basis, Campus HCLOG activities, to ensure they have an active and productive committee. Items which the UCHCLOC may review include:
 - a) Plans of each UC campus to conduct and manage high-containment work.
 - b) Operations, maintenance, support and emergency management plans.
 - c) Annual operating costs and strategies for funding.
 - d) Documented annual facility risk assessments.
 - e) Safety, security and training plans for personnel working with Risk Group 3 (RG3) biological agents and toxins and facility operations support personnel.
 - f) Accident summaries and lessons learned reports involving overt personnel exposure, illness or release to the environment of RG3 biological agents and toxins.
- 5) Issues raised by the Campus HCLOG as requiring the attention of the UCHCLOC.

LEADERSHIP ROLES

Leadership of the UCHCLOC is by election of its voting members.

Chairperson

- Voting member of the UCHCLOC
- Term: 2 years
- Duties include but not limited to:
 - Set meeting agendas
 - Schedule and lead meetings and conference calls
 - Coordinate with UCOP representatives as needed

Vice Chairperson

- Voting member of the UCHCLOC
- Will ascend to Chairperson at the end of their Vice Chairperson term.
- Term: 2 years
- Duties include but not limited to:
 - Assist Chairperson with duties as requested
 - Lead meetings or conference calls in the absence of the Chairperson
 - Coordinate with UCOP representatives as needed
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SUBCOMMITTEES

As necessary, subcommittees and *ad hoc* working groups may be established by the UCHCLOC to perform functions within its jurisdiction. The advice/recommendations of the subcommittee/working group must be deliberated by the parent advisory UCHCLOC.

Subcommittee membership may be drawn in whole or in part from the parent advisory UCHCLOC. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. *Ad hoc* consultants do not count towards the quorum and may not vote.

SUPPORT

Support, including administrative support for the UCHCLOC, is provided by UCOP. A point of contact will be assigned. Administrative support includes resources for the coordination of meetings and conference calls, including planning, logistics, and record keeping.

A listserv is provided and supported by UCOP for the purpose of communications between the members. Membership on the listserv is restricted to voting committee members, *ex-officio* UCOP members and designated UCOP administrative support.

A conference call service is available to support remote meetings. Account details and call in information will be provided to the members.

A secure website (secured to allow only access by approved members) is provided for the sharing of documents, information, and meeting agendas.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The UCHCLOC meets annually in person and quarterly by phone. At the discretion of the UCHCLOC, the governing officers, or the sponsors, the schedule of meetings and calls may be adjusted in response to evolving needs. Additional in-person meetings and conference calls may be convened on an as-needed basis.

RECORDKEEPING

Meeting notes and conference call agendas of the UCHCLOC and its subcommittees will be provided to the members in advance of conference calls or in-person meetings. Meeting notes will be recorded and maintained.

FILING DATE

October 14, 2016