Policy on Protocol Closure/Transfer in the Absence of a Primary Investigator

1.0 Purpose

To detail the procedures for handling active protocols where a Primary Investigator (PI) has left Virginia Tech (VT) without closing or transferring the protocol to another approved PI.

2.0 Policy

In the event the IBC or the IBC Program becomes aware that a PI using biohazardous agents has left the employment of Virginia Tech with active protocol(s), the active protocol(s) will be closed. EHS will also be notified so that they can review the protocol to determine if any materials require an inspection to confirm that the materials have been properly transferred or discarded. This policy covers all biohazardous agent users at Virginia Tech, including but not limited to the Blacksburg campus, satellite campuses and ARECs, and PIs using field plots.

Upon learning that the PI is no longer an employee of Virginia Tech:

1. The protocol(s) will be immediately suspended. The PI and all personnel listed on the protocol will be emailed to inform them that all work with biohazardous agents must be stopped immediately. If applicable, the ACUP and HRPP offices will also receive the email.

2. The PI's Department/Institute Head will also be emailed to provide them with the same status information, to request confirmation when the lab has been shut down, and to provide instructions to request that the protocol(s) be transferred to a new PI. A response deadline of 5 days from the date that the email is sent will be included.

3. If a response is received within 5 business days, the appropriate actions will be initiated. The actions would include officially closing the protocol(s) or starting an amendment to transfer the protocol(s) to a new PI.

4. If a response is not received within 5 business days, the protocol(s) will be closed by the IBC Program Office with the reason noted as "PI has left the University". The Department/Institute Head and all personnel on the protocol will receive notification that the protocol has been closed. The closure(s) will be reported during the next IBC convened meeting.