



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

January 7, 2020

***VIA E-MAIL***

Dr. Sarah Pruett  
Assistant Vice Chancellor for Research, Responsible Conduct of  
Research, and Institutional Research Integrity Officer  
The University of Tennessee, Knoxville  
Office of Research & Engagement  
Blount Hall  
1534 White Avenue  
Knoxville, TN 37996

Dear Sarah,

In your role as Assistant Vice Chancellor for Research, Responsible Conduct of Research, and Institutional Research Integrity Officer, I am appointing you to be the Designated Official (DO) for the University of Tennessee Knoxville's Biosafety Program. The DO is responsible for coordinating with applicable University administrators to ensure that research, teaching, diagnostic testing or other activities involving biological hazards are conducted safely and in compliance with applicable regulations, standards, and guidelines. In order to fulfill this responsibility, the DO shall:

- Establish and implement policies that provide for the safe conduct of research, teaching and diagnostic testing involving biological hazards.
- Maintain an active Institutional Biosafety Committee (IBC); appoint the IBC Chair, Vice-Chair and committee members in accordance with the NIH Guidelines and other university requirements as applicable.
- Appoint a responsible official (RO) with the legal authority and responsibility to oversee the possession, use and transfer of DHHS/USDA Select Agents as necessary (subject to security clearance and approval through the Department of Homeland Security).
- Grant the IBC and Biological Safety Officer (BSO) authority to oversee the safe and responsible use of biological hazards at the UTK-area campuses.
- Verify that all IBC-approved projects include the necessary resources for the construction and operation of safe research and for the implementation of the Biosafety Program.
- Provide adequate resources for the dissemination of information on biosafety policies and procedures, including training programs and workshops.

**Office of the Chancellor**

527 Andy Holt Tower    1331 Circle Park Drive    Knoxville, TN 37996-0184  
office 865-974-2444    chancellor@utk.edu

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- Coordinate or provide resources for medical surveillance measures or occupational health programs to protect the health and safety of faculty, staff, students, and visitors.
- Impose or uphold disciplinary actions or sanctions on principal investigators or laboratory supervisors who fail to comply with established regulations, standards, guidelines, or university policies.
- Report any significant problems, or violations to U.S. Federal, State or local agencies as applicable. Agency reporting may be delegated to the IBC or BSO at discretion.
- Represent the IBC as needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Donde Plowman", with a stylized flourish at the end.

Donde Plowman  
Chancellor

cc: Matthew Mench, Interim Vice Chancellor for Research and Engagement