



June 28, 2023

***VIA EMAIL***

Mr. Brian Ranger  
Program Leader, Laboratory Safety Services  
Biological Safety Officer  
5723 Middlebrook Pike, Suite 119  
Knoxville, TN 37921

Dear Brian,

In your role as Program Leader and Biological Safety Officer, I am designating you as the biosafety administrator for the University of Tennessee, Knoxville's Institutional Biosafety Committee (IBC). The biosafety administrator is responsible for coordinating with IBC and applicable University stakeholders to ensure research, teaching, diagnostic testing, or other activities involving biological hazards are conducted safely and in compliance with applicable regulations, standards, and guidelines. To fulfill this responsibility, you shall:

- 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.
- Establish and implement policies that provide for the safe conduct of research, teaching, and diagnostic testing involving biological hazards.
- Act as the responsible official (RO) with the legal authority and responsibility to oversee the possession, use and transfer of DHHS/USDA Select Agents as applicable.
- Verify all IBC-approved projects include the necessary resources for the construction and operation of safe research.
- Disseminate information on biosafety policies and procedures, including training programs and workshops.
- Coordinate 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.

Office of the Chancellor  
800 Andy Holt Tower 1331 Circle Park Drive Knoxville, TN 37996-0180  
865-974-2444 chancellor.utk.edu

- Report any significant problems, or violations to U.S. Federal, State, or local agencies as applicable. Agency reporting may be delegated to the IBC at discretion.
- Represent the IBC as needed.

The Office of the Chancellor shall be notified in writing if there are significant changes to the outlined responsibilities, if you are unable to fulfill them, or if they should be reassigned to another office or post.

Sincerely,



Donde Plowman  
Chancellor

cc: Troy Lane, Associate Vice Chancellor for Public Safety  
Sandra Prior, Director, Environmental Health & Safety  
Dr. Elizabeth Fozo, Associate Professor, Department of Microbiology, & IBC Chair