



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

April 25, 2013
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	P.L.	J.C.D.	R.A.	
J.R.S.	J.G.		B.C.	
R.B.	M.J.R.			
C.B.	L.P.			
Guests Present: None				
Prepared By: J.O				

1. Call to Order

1.1. Meeting was called to order by the Chair at 11:41 AM.

2. Roll Call

- 2.1. Roll call was taken and a quorum was verified.
- 2.2. Three new members have joined the committee since the previous meeting; two were present and introduced.

3. Approval of Meeting Minutes

3.1. Minutes from the July 2012 meeting were unanimously approved.

4. Ongoing Business

4.1. None

5. New Business

- 5.1. An update was given regarding the Continuing Review that took place for IBC Registration IBCFY1005 on January 15, 2013. Two IBC members met with the PI and Co-PI and found no issues of noncompliance with the project. From this meeting, the PI recognized that some personnel listed on the original registration needed to be removed and one added. An amendment was submitted to modify this.
- 5.2. From the continuing review of IBCFY1005, the PI recommended some changes to the checklist, which the committee discussed. Instead of every reviewer filling out a checklist, the committee agreed that one checklist can be filled out with everyone's comments compiled. The committee also agreed that the PI and technical staff signature lines should be removed and the completed checklist will be provided to the PI instead of just an email. These changes will be made to the checklist and updated in our document management system.

- 5.3. An amendment to add and remove personnel was received for IBC Registration IBCFY1005 and approved on January 15, 2013.
- 5.4. The committee discussed what training requirements would be needed for personnel who are added on IBC Registrations and amendments. On the current amendment form, there is a drop down box which asks if training has been completed with a "Yes/No" answer. The committee determined that this column is not needed because the PI already assures through their signature that the personnel have been adequately trained in microbiological techniques, procedures for responding to accidents, and safety practices required to work with the materials approved in the project. Also, this training is tied to personnel access (escorted or not) to any lab that they are working in, therefore access would not be granted until training is complete. The ICA will edit the form to remove this column, which will also reflect the main registration form. The committee also discussed the possibility and potential need for a basic, non-project specific rDNA/IBC training for all staff on projects. This might include a training slide set on SharePoint with a signature page to document completion of the training.
- 5.5. The Chair provided the committee with a summary of the updates to the NIH Guidelines.
- 5.6. The committee reviewed newly submitted registration IBC-13-0013. The PI gave a summary of the project before recusing himself. The committee discussed the risk and procedures of the project. A motion was made to approve the registration by L.P. and seconded by J.R.S. and approved unanimously.
- 5.7. The ICA gave a brief summary of the IBC's SharePoint website, including navigation and content.

6. Action Items

- 6.1. The ICA will make edits to the Continuing Review Checklist (81-001-F05).
- 6.2. The ICA will make edits to the Registration Amendment (81-001-F02).

7. Housekeeping Items

- 7.1. Next meeting is scheduled for Thursday, May 23, 2013, 11:30-1:00, NBACC Building.

8. Adjourn

The meeting was adjourned at 12:57pm.



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

July 25, 2013
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.		P.L.	
J.R.S.	L.P.		C.B.	
R.B.	J.C.D.		R.L.	
S.B.	B.C.		J.G.	
Guests Present: None				
Prepared By: J.O				

1. Call to Order

N.B. called the meeting to order at 11:40 AM.

2. Roll Call

A quorum was verified. The Chair thanked R.A. for her service on the committee and welcomed a new member, R.L.

3. Approval of Meeting Minutes

The April 2013 meeting minutes were reviewed. J.C.D. motioned for approval and S.B. seconded the motion. The minutes were unanimously approved with one abstention.

4. Ongoing Business

4.1. The ICA updated the committee that the suggested changes were made to the Continuing Review Checklist and it is currently still in process in the document management system.

5. New Business

5.1. The committee reviewed newly submitted registration IBC-13-0014. The PI gave a summary of the project before recusing himself. The committee discussed the risk and procedures of the project. A clarification was requested in Section 5.3.1 regarding relevant characteristics and the source. Additionally, a clarification was requested in Section 6.2 to be more specific regarding NIH Guidelines Section III-D-2-A. A motion was made by B.C. to approve the registration pending the requested modifications. This was seconded by R.B. and approved unanimously with one recusal.

6. Action Items

6.1. None.

7. Housekeeping Items

7.1. Next meeting is scheduled for Thursday, August 22, 2013, 11:30-1:00, NBACC Building.

8. Adjourn

The meeting was adjourned at 12:00pm.



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

December 5, 2013
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.	C.B.	P.L.	
J.R.S.	L.P.	J.G.	J.C.D.	
R.B.	R.L.			
S.B.	B.C.			
Guests Present: None				
Prepared By: J.O				

1. Call to Order

N.B. called the meeting to order at 11:40 AM.

2. Roll Call

A quorum was verified.

3. Approval of Meeting Minutes

The July 2013 meeting minutes were reviewed. J.G. motioned for approval and M.J.R. seconded the motion. The minutes were unanimously approved.

4. Ongoing Business

4.1. The ICA updated the committee that the IBC Registration form, 81-001-F01, has been updated to correspond with the March 2013 update of the NIH Guidelines and it is in the approval process in the document management system.

5. New Business

5.1. The committee discussed approving our meeting minutes via email instead of at the next convened IBC meeting since there are often 4-6 months in between meetings. This would allow the members to review them within a timeframe that is easier to recall the events of the meeting. Also, it would allow the minutes to go through sensitivity review for posting to the website much quicker than the current process. J.G. motioned to allow the meeting minutes to be approved via email. This motion was seconded by B.C. and unanimously approved.

- 5.2. The IBC Chair updated the committee on IBC Registration IBC-13-0015, which was exempt from the *NIH Guidelines* and approved on September 16, 2013. An amendment was also submitted for this registration that was approved November 11, 2013.
- 5.3. The IBC Chair updated the committee on IBC Registration IBC-14-0016, which was determined to be exempt from the *NIH Guidelines* by the IBC Chair and approved on November 11, 2013.
- 5.4. The committee reviewed newly submitted registration IBC-14-0017. The committee discussed the risks and procedures of the project. It was suggested that the Principal Investigator (PI) provide documentation of appropriate IBC approval of the recombinant organisms that were received, or if not available, provide a memo to the IBC describing what information is known about the history of the production of the recombinant organisms. A motion was made by M.J.R. to approve the registration with the request for the documentation within 30 days. This was seconded by L.P. and approved.
- 5.5. Prompted from discussion of IBC-14-0017, the committee discussed the possible need for a general/blanket IBC Registration which covers the possible culturing of recombinant organisms in order to maintain stocks that are stored in NBACC's repository. This registration would cover any potential emergency situations and allow the materials to be maintained appropriately, but would not cover any research use.
- 5.6. Also prompted from the discussion of IBC-14-0017, it was recommended that a policy be drafted which would outline the proper procedures for investigators when bringing recombinant or synthetic nucleic acid molecules into NBACC, and at what point they should be submitting an IBC registration. It was agreed that the investigator should provide NBACC's IBC with the source institution's IBC approval for the incoming recombinant organisms. This would also serve as an official notice to the IBC of the incoming recombinant or synthetic nucleic acid molecules. Additionally, the policy would outline that no IBC Registration would need to be submitted until plans to open the tube were made, at which point the investigator would need to seek IBC review and approval. S.B. motioned to draft the policy. This was seconded by M.J.R. and unanimously approved. The IBC Chair and ICA will draft the policy for the committee's review.

6. Training

The IBC Chair reviewed the OBA FAQs that summarized experiments involving the cloning of toxin molecules.

7. Action Items

7.1. The ICA and IBC Chair will draft the rDNA receipt and storage policy for review by the committee.

8. Housekeeping Items

8.1. Next meeting is scheduled for Thursday, January 9, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 12:38pm.