



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

April 26, 2012
NBACC
3rd Floor Conference Room
11:30 am - 1:00 pm

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

1. Call to Order

1.1. Meeting was called to order by Chair at 11:50 AM.

2. Roll Call

2.1. Roll call was taken and a quorum was verified.

3. Approval of Meeting Minutes

3.1. Minutes from the July 2011 meeting were approved by the committee via email on January 21, 2012 and approved through the sensitivity review process on February 21, 2012.

4. Ongoing Business

4.1. 81-001-SOP and 81-002-SOP were edited to reflect changes and new processes concerning period registration reviews.

4.2. The committee reviewed the draft IBC Continuing Review Checklist and discussed the content of the questions on the form. A motion was made and seconded to approve and implement the checklist and approved unanimously.

5. New Business

5.1. No new IBC Registrations submitted for review.

5.2. The committee discussed refining the language in the IBC charter concerning the requirement of meeting frequency. The language currently states that the IBC will meet no less than two (2) times each year; the proposed change was that the committee would meet as needed, or at a minimum, every twelve (12) months. A motion to approve the change in language of the charter was made, seconded, and approved unanimously.

5.3. The committee discussed the possibility of rDNA samples within casework and what circumstances would require the project lead to report these samples to the IBC. It was determined that:

5.3.1. The IBC will work with the Health and Safety Manager to write an MFR to modify the forensic casework risk assessment to acknowledge the possibility of rDNA samples in casework. This motion was made, seconded, and approved unanimously.

5.3.2. If rDNA samples are found within casework, it will need to be reported to the IBC Chair or IBC Chair designee only if it moves out of forensic workflow. At that time, the Chair (or designee) will determine if it needs an IBC Registration. This motion was made, seconded, and approved unanimously.

5.3.3. The same language that is drafted from 5.3.1 in the MFR to the risk assessment will be incorporated into the forensic project plans beginning in FY13 to acknowledge the possibility of rDNA within casework. This motion was made, seconded, and approved unanimously.

6. Action Items

6.1. The ICA will upload the Continuing Review Checklist into documentum.

6.2. The ICA and Chair will edit the Charter and send to the committee for review before distributing to the Lab Director for signature.

6.3. The Health and Safety Manager and IBC will draft an MFR to modify the forensic casework risk assessment as covered in Section 5.3.1.

6.4. The ICA will edit IBC SOPs to incorporate rDNA samples from casework reporting requirements as covered in Section 5.3.2.

6.5. The Chair will notify the project leads of forensic project plans to incorporate new language identified in Section 5.3.1 into their FY2013 (and future) project plans.

7. Housekeeping Items

7.1. Next meeting is scheduled for Thursday, May 24, 2012, 11:30-1:00, NBACC Building.

8. Adjourn

The meeting was adjourned at 12:55pm.



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

July 26, 2012
NBACC
3rd Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
M.R.	L.P.	D.S.	C.D.	
P.L.	J.R.S.		B.C.	
N.B.	B.S.			
J.G.	R.B.			
Guests Present: R.A.				
Prepared By: J.O				

1. Call to Order

1.1. Meeting was called to order by the Chair at 11:45 AM.

2. Roll Call

2.1. Roll call was taken and a quorum was verified.

3. Approval of Meeting Minutes

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

4. Ongoing Business

4.1. The IBC Continuing Review Checklist was uploaded into the controlled document system and given the form number 81-005-F05.

5. New Business

- 5.1. The IBC Chair informed the committee of an organizational change pertaining to the IBC. The Institutional Compliance Screening Group, a subcommittee of subject matter experts that are responsible for screening projects for institutional committee review and dual-use research of concern issues, is now structured under the IBC. The Screening Group subcommittee was previously functioning under the Institutional Safety and Biosecurity Committee (ISBC) Charter, but the duties of the ISBC had been modified, including the Screening Group. The IBC is not responsible for the Screening Group, nor does the Screening Group report to the IBC. The IBC Chair will serve as Chair of the Screening Group.
- 5.2. The committee reviewed the IBC Charter which included the changes regarding meeting frequency as discussed and approved during the last committee meeting. The Charter also was changed to include the Institutional Compliance Screening Group. It was recommended that the Charter include the remaining

IBC SOP, 82-002, NBACC IBC Submittal. The Charter was unanimously approved with the recommended edit.

- 5.3. The ICA edited 81-001-SOP, IBC Operation and Review, and reviewed these changes with the committee. The edits included meeting frequency changes as described in the charter and a new Work Instruction was added to include rDNA samples in casework. The committee unanimously approved these changes. The ICA will update this new version into the document control system.
- 5.4. The Chair updated the committee on two new IBC Registrations that were submitted and determined exempt, IBC-12-0011 and IBC-12-0012.
- 5.5. The Health and Safety Officer advised there was a pre-conference program at the ABSA Conference in October of 2012 that might be beneficial training for any IBC members that were interested. The ICA will review and email the committee with details if this training is possible.
- 5.6. It was recommended that an IBC refresher training is given to PIs and technical staff sometime within the upcoming months.

6. Action Items

- 6.1. The approved edits to the Charter will be made and the Charter will be submitted to the Lab Director for signature.
- 6.2. The ICA will finalize the approved edits to 81-001-SOP and upload into Documentum.
- 6.3. The Chair and ICA will schedule an IBC refresher and awareness training for PIs within the next few months.

7. Housekeeping Items

- 7.1. Next meeting is scheduled for Thursday, August 23, 2012, 11:30-1:00, NBACC Building.

8. Adjourn

The meeting was adjourned at 12:10pm.