



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

January 9, 2014
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.		
R.B.	R.L.	J.C.D.		
S.B.	B.C.			
Guests Present: D.L., L.R., C.A., T.K., M.R.E.				
Prepared By: J.O				

1. Call to Order

N.B. called the meeting to order at 11:45 AM.

2. Roll Call

A quorum was verified.

3. Approval of Meeting Minutes

The December 2013 meeting minutes were reviewed. J.G. motioned for approval and L.P. seconded the motion. The minutes were unanimously approved.

4. Ongoing Business

4.1. The ICA and Chair drafted a policy for the receipt and storage of recombinant and synthetic nucleic acids or organisms, and the committee had an opportunity to review and make changes prior to the meeting. Discussion at the meeting led to further suggested edits. This policy will be re-drafted and sent to the committee via email for final review and approval.

5. New Business

5.1. The committee reviewed newly submitted registration IBC-14-0019. The PI was in attendance to provide a brief summary of the project and answer any questions. The committee discussed the risks and procedures of the project. A motion was made by J.R.S. to approve the registration, was seconded by B.C and unanimously approved.

5.2. The committee reviewed an amendment for IBC-14-0018. The PI provided a brief summary of the amendment and answered any questions. The committee discussed the risks and procedures of the project. A checkbox was incorrectly checked. A motion was made by B.C. to approve the registration with

the checkbox modified and this was seconded by M.J.R. The committee unanimously approved with one recusal.

- 5.3. The committee discussed the potential need for a policy regarding the review of IBC Registrations for which additional security is required. After discussion of the possible benefits and disadvantages, the committee decided that a policy regarding this process would not be necessary, and any administrative requirements could be added to the IBC SOP.

6. Training

N/A

7. Action Items

- 7.1. The ICA and IBC Chair will re-draft the rDNA receipt and storage of recombinant and synthetic nucleic acids or organisms policy for review by the committee.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, January 23, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 1:03pm.



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

February 27, 2014
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.		B.C.	
R.B.	J.C.D.		R.L.	
S.B.	J.G.			
Guests Present: B.K.J.				
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 January 2014 meeting minutes were reviewed and approved via email on January 13, 2014. They have undergone the sensitivity review process and are uploaded onto BNBI's website.

4. Ongoing Business

4.1. The draft policy for the receipt and storage of recombinant and synthetic nucleic acids or organisms was modified after the January IBC meeting to incorporate the committee's suggestions. This version was reviewed at the meeting. M.J.R. motioned to approve the policy with the edits and this motion was seconded by J.C.D. The committee unanimously approved the policy.

5. New Business

5.1. The committee reviewed newly submitted registration IBC-14-0021. The PI was in attendance to provide a brief summary of the project and answer any questions. The committee discussed the risks and procedures of the project. A few minor suggested changes and clarifications were requested by the committee. A motion was made by J.G. to require modifications to secure approval of the registration and for the modifications to be returned to the Vice Chair for review. This motion was seconded by M.J.R. and unanimously approved with one recusal.

5.2. The Chair informed the committee of IBC Registration IBC-14-0020 which was reviewed by the Vice Chair and deemed exempt on January 27, 2014.

5.3. S.B. presented a training opportunity to the committee. The Chesapeake Area Biological Safety Association (ChABSA) is holding a technical seminar with an NIH representative. The details were discussed and committee members were encouraged to contact the ICA if they were interested in registering.

6. Training

N/A

7. Action Items

7.1. The ICA will finalize and distribute the newly approved policy.

8. Housekeeping Items

8.1. Next meeting is scheduled for Thursday, March 27, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 12:20pm.



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

June 26, 2014
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.	C.B.		
R.H.	L.P.	P.L.		
R.B.	J.C.D.	B.C.		
S.B.	J.G.	R.L.		
Guests Present:				
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 February 2014 meeting minutes were reviewed and approved via email on April 29, 2014. They have undergone the sensitivity review process and are uploaded onto BNBI's website.

4. Ongoing Business

4.1. None.

5. New Business

5.1. R.H. was introduced as a newly appointed member, replacing J.R.S. as the veterinarian.

5.2. The committee reviewed newly submitted registration IBC-14-0023. The committee discussed the risks and procedures of the project. A few minor suggested changes and clarifications were requested by the committee. A motion was made by R.B. to require modifications to secure approval of the registration and for the modifications to be returned to the Chair for review. This motion was seconded by S.B. and unanimously approved.

5.3. The committee was updated with notification of receipt of recombinant strains, confirmed with a letter from the originating institution dated March 5, 2014.

- 5.4. Based on a recent policy approved by the IACUC, the ICA drafted a policy concerning PI and Co-PI Definitions, Eligibility and Authority as they would relate to IBC registrations, which was reviewed by the committee. The committee engaged in a lengthy discussion of the purpose, benefits, and authority of Co-PIs and the advantages and disadvantages of implementing this policy for the IBC. There were a few recommended edits and clarifications to the policy; the ICA will make the changes and distribute to the committee for their further input and comments. The revised policy will be reviewed at the next convened meeting. Additionally, it was noted that the term “project lead” on the IBC registration should be changed to “PI” to match with the *NIH Guidelines*.
- 5.5. The ICA and IBC Chair asked the committee to think about NBACC’s current process regarding amendments to IBC registrations and how it can possibly be changed to make the process more streamlined and to allow for a way that not all changes would need to come to the full committee for review. Specifically, it was suggested that the committee think about changes that would be considered minor and would not need to be reviewed at a full IBC meeting, in addition to changes that would be considered major and would need to be reviewed at a full IBC meeting. Also discussed was the method to which amendments should be administered, with options being a separate amendment form or changes to the existing approved registration. The committee favored an amendment that changed the existing registration, so that all changes could be captured in one document. The ICA will compile and draft suggestions based on the discussion and information gathered from other institutions and present to the IBC for further review.

6. Training

N/A

7. Action Items

- 7.1. The ICA and committee will further edit the PI/Co-PI policy.
- 7.2. The ICA will draft suggestions and changes to the amendment process to be reviewed by the committee.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, July 24, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 1:12pm.



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

August 28, 2014
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

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

1. Call to Order

N.B. called the meeting to order at 11:34 AM.

2. Roll Call

A quorum was verified.

3. Approval of Meeting Minutes

The June 2014 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. Etiologic Agent Registration – The IBC received a copy of an etiologic agent registration on 7/30/2014 and the committee was notified.
- 4.2. The draft PI/Co-PI policy that was reviewed at June’s meeting was edited electronically following the meeting’s discussion. The committee agreed to the changes made, and a few additional grammatical edits were requested. J.G. made a motion to approve the policy with the minor edits and M.J.R. seconded the motion. The committee unanimously approved the policy. The IBC Chair will distribute this policy to all PIs.
- 4.3. The ICA drafted a modified IBC amendment process and new amendment form based on discussion and suggestions from the previous meeting. The IBC reviewed the proposed suggestions and discussion ensued. The highlights of the changes from the existing IBC process to the proposed process are: a) Additional categories of changes will be considered “minor” and will be able to go through a designated member review process, which will always consist of the Biosafety Officer (BSO), in addition to one other member, appointed by the Chair; b) Amendments designated as minor will not require a completely new IBC Registration form to be completed, only the new IBC amendment form will need to be submitted,

which will describe the changes; c) The BSO will be involved in the initial screening of amendments that are submitted; and d) Any amendments may go for full committee review if requested by the designated member reviewers or anyone on the committee. The ICA will make edits outlining this new process in the appropriate IBC SOP(s) and the committee will review these electronically. The ICA will also finalize the new form and replace this in Reliance.

5. New Business

- 5.1. The committee was updated that an administrative amendment for IBC-14-0018 was approved through Chair Review on August 25, 2014.
- 5.2. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0019 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by P.L. to approve the amendment. This motion was seconded by J.C.D. and unanimously approved.
- 5.3. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0023 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by P.L. to approve the amendment. This motion was seconded by J.C.D. and unanimously approved.

6. Training

N/A

7. Action Items

- 7.1. The ICA will finalize the PI/Co-PI policy and the IBC Chair will distribute to all PIs.
- 7.2. The ICA will edit SOPs and forms to incorporate the new amendment process.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, September 25, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 12:20pm.

INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes



September 26, 2014
 NBACC
 1st Floor Conference Room
 11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.		R.L.	
R.H.	S.B.		L.P.	
R.B.	B.C.		C.B.	
J.G.	P.L.		J.C.D	
Guests Present: N/A				
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. N.B. thanked S.B. and R.B. for their service on the IBC.

3. Approval of Meeting Minutes

The August 2014 meeting minutes were reviewed. S.B. motioned for approval and M.J.R. seconded the motion. The minutes were unanimously approved.

4. Ongoing Business

4.1. Edits to the IBC amendment processed discussed in last month’s meeting are still in process. These will be submitted to the committee upon completion.

5. New Business

- 5.1. Etiologic Agent Registration – the IBC received a copy of two etiologic agent registrations on 09/22/2014 (#142 and #144).
- 5.2. The committee was updated that an administrative amendment (addition of personnel) for IBC-14-0020 was approved through Chair Review on September 17, 2014.
- 5.3. The committee was updated that an administrative amendment (addition of personnel) for IBC-14-0021 was approved through Chair Review on September 17, 2014.
- 5.4. The committee was updated that an administrative amendment (addition of personnel) for IBC-14-0024 was approved through Chair Review on September 17, 2014.
- 5.5. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0018 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by J.G. to

approve the amendment pending verification of training. This motion was seconded by M.J.R. and unanimously approved with one abstention.

- 5.6. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0019 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by J.G. to approve the amendment pending verification of training. This motion was seconded by M.J.R. and unanimously approved with one abstention.
- 5.7. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0023 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by J.G. to approve the amendment pending verification of training. This motion was seconded by M.J.R. and unanimously approved with one abstention.
- 5.8. The committee reviewed newly submitted registration IBC-14-0025. The committee discussed the risks and procedures of the project. The PI included documentation of appropriate IBC approval of the recombinant organisms that were received. A motion was made by R.B. to approve the registration. This was seconded by S.B. and unanimously approved.
- 5.9. The committee discussed training methods for new PIs and yearly refresher training for PIs. It was suggested that the ICA be put on the HR list to notify when new employees are hired. The ICA will work with all Chairs of each committee to streamline this process.

6. Training

N/A

7. Action Items

- 7.1. The ICA will edit SOPs and forms to incorporate the new amendment process.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, October 23, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 12:05pm.