



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

April 28, 2011
NBACC, 1st Floor Conference Room
11:30 am - 1:00 pm

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

1. Call to Order

1.1. Meeting was called to order by Chair at 11:40 AM.

2. Roll Call

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

3. Approval of Meeting Minutes

- 3.1. Edits to minutes from the October 28, 2010 meeting were discussed. These minutes are approved contingent upon correction of a typographical error.
- 3.2. Minutes from the December 2, 2010 were unanimously approved.

4. Ongoing Business

- 4.1. Memo for IBCFY1009 was approved with minor edits.
- 4.2. Review of revisions to SOPs and Forms
 - 4.2.1. 81-001 IBC Operation and Review was discussed and edits were recommended by the committee. Changes will be made and reviewed by the Chair before being submitted for approval.
 - 4.2.2. 81-002 IBC Submittal was reviewed and edits accepted with the correction of a few grammatical errors that will be edited before being submitted for approval.
 - 4.2.3. 81-001.F01 IBC rDNA Registration was reviewed and edits were accepted. This revised form will be approved to replace the existing form.
 - 4.2.4. 81-001.F02 Registration Amendment was discussed and edits were accepted. This revised form will be approved to replace the existing form.
- 4.3. Periodic Project Review

4.3.1. After discussions and proposed processes of periodic project review/post approval monitoring, it was recommended that a subcommittee be formed to help facilitate further discussion of this procedure, which will then be brought back to the full committee. J.S., B.S., and R.B. volunteered for this subcommittee.

4.4. Review of the remaining NBACC Emergency Response SOP's will be moved to the next meeting for discussion due to time constraints.

5. New Business

5.1. No new IBC Registrations submitted for review.

5.2. Exempt project, IBC11-010, *Use of an avirulent Burkholderia pseudomallei strain as a surrogate BSL-2 strain for capability establishment*, was submitted and this registration was reviewed and signed off by the Chair on 3/10/2011.

5.3. A minor amendment was submitted for IBCFY1005, *Molecular Biology Capability Expansion and Molecular Biology Casework*) and approved by the Vice Chair on 3/23/2011.

6. Training

6.1. J.S. attended a meeting to review the Care and Use of Laboratory Animals section of the Laboratory Safety Monograph: A Supplement to the NIH Guidelines for Recombinant DNA Research. The table of contents of the document was distributed to the committee for awareness of the document.

7. Housekeeping Items

7.1. Please use IBC Management Charge code for all activities.

8. Incidents

8.1. No incidents have been reported.

9. Adjourn

9.1. Meeting adjourned at 1:00 pm.