



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.