



# 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.   |      |                 |  |
| <b>Guests Present:</b> R.A. |        |      |                 |  |
| <b>Prepared By:</b> 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.