



Meeting Minutes

Meeting Subject/Title: Institutional Biosafety Committee		
Date: March 25, 2010	Time: 11:30 -1:00 pm	Location: Thomas Johnson Drive, Linganore Creek Conference Room

Members Present:	
J. G. – Chair	T. H.
P. L. – Vice Chair	C. D.
D. L.	B. C.
J. S.	
Members Absent:	
L. H., L. P.	
Guests Present:	
Prepared By: L.R.	

I Meeting called to order by Chair

II Approval of Meeting Minutes from 24 February 2010 meeting

A. Minutes were approved and seconded.

III Non-affiliated Member introduction

A. Two new non-affiliated members were introduced and welcomed.

IV Old Business

A. 81-001.F01 rDNA Application has been approved but needs some technical/formatting edits.

B. Discussion of how priority projects will be handled.

C. PI Training session on 11 March was positively received.

D. SOP review

1. All PIs should have access to the SOPs via equationASP.
2. Minor typo edits have been made since training.

E. Tracking of individuals working with rDNA

1. J.S created a form to serve as an amendment form to 81-001.F01 for updating staff working on a project.
2. Discussion regarding requirements for training of staff and responsibility of lead PI on a project.
3. Discussion regarding how to ensure that staff has been trained to execute a specific project and competency requirements.
4. Decision made to give the amendment form a distinct number and put it up for voting approval. This form will be used to track staff changes on projects and assure that the PIs have the responsibility for training their staff.

F. PIs may be invited to attend meetings if the Committee deems it necessary for them to clarify issues or answer questions about their submitted project.

V New Business

- A.** The first five months of NBACC IBC meeting minutes have been submitted to Sensitivity Review for DHS approval to release to the public via BNBI.org.
- B.** Prior to release to the public, the NBACC Library will be responsible for storing the minutes which will be accessible via the NBACC IBC Intranet site.
- C.** Several applicants for the vacant NBACC Institutional Committee Administrator position have been interviewed. The position should be filled soon.
- D.** Protocol reviews:
 1. One protocol has been reviewed.
 2. Estimate that there could be two or three additional protocols in the near future.

Meeting was adjourned at 1:00 pm