Meeting Minutes

<table>
<thead>
<tr>
<th>Meeting Subject/Title:</th>
<th>Institutional Biosafety Committee</th>
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<tbody>
<tr>
<td>Date:</td>
<td>November 20, 2009</td>
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<tr>
<td>Time:</td>
<td>12:00 - 1:30 p.m.</td>
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<td>Location:</td>
<td>Thomas Johnson Drive, Carroll Creek Conference Room</td>
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Members Present:

<table>
<thead>
<tr>
<th>JG – Chair</th>
<th>JS</th>
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<tr>
<td>LH</td>
<td>PF</td>
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<tr>
<td>PL – Vice Chair</td>
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<td>DL</td>
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Members Absent:

| TH         |    |

Prepared By: LR

I Approval of Meeting Minutes from 15 October 2009 meeting

A. Minutes from the 15 October 2009 meeting were approved and seconded.

B. Chair noted that she is working on getting a link on the NBACC website that will post dates of meetings; minutes must be requested.

II Old Business

A. OBA Registration Update:
   1. Waiting for outside members to respond to subcontract
   2. Need to format all biosketches similarly

B. Non-affiliated Committee Member update:
   1. Waiting for response from outside members (see 1. above)
   2. Still looking for other outside members; discussion of need for DHS suitability
C. Charter was approved 30 October 2009 and has been stored in Records folder; NBACC Librarian will keep that folder.

III New Business

A. JF has been designated the IBC Program Manager

B. Establishment of three separate charge codes for IBC: Training (1015.220.120), Protocol Review (1015.220.121), and Management (1015.220.115)

C. Review of:

1. Project Submission Form
   a. Discussion of necessary information in form and review by LH
   b. How to handle approval vs. non-approval
   c. Lengthy discussion regarding where to keep; resolving issues and modifications to projects; how to handle changes, etc.

2. SOP
   a. Additions/Changes:
      - Page 5: change 3 weeks to 15 business days; take out General Counsel references
      - New Additions: non affiliated member term of three years; redaction policy; issue of subcontractor work (need to coordinate with JP)
      - Page 9: step 8. Add a sentence re: “no changes will be implemented until approved by the IBC.”

D. Miscellaneous

1. Chair would like members of the committee to each take an item to cover while she is out on extended leave
   a. PL – SOPs
   b. LH – project submission form
   c. JS – software process

Meeting was adjourned at 1:45 pm