



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

November 14, 2019
NBACC
NBACC Atrium 1 Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
B.J.	B.S.	V.W.	A.H.	
J.C.O.	B.T.		G.W.	
M.J.R.	B.H.		L.H.	
G.H.	B.C			
Guests Present: None				
Prepared By: J.O. & K.B.				

1. Call to Order

B.J. called the meeting to order at 11:40 am.

2. Roll Call

A quorum was verified and a new administrative staff member, K.B., was introduced.

3. Approval of Meeting Minutes

3.1. N/A

4. Ongoing Business

4.1. The Memo documenting the T1802 team meeting on spills was reviewed. No further action from the committee is needed.

4.2. The ICA and IBC Chair reviewed the proposed changes to the IBC review process of registrations and amendments. Registrations that fall under NIH Guideline Section III-A, B, C, or D will continue to go for full committee review and those that fall under Section III-E will be eligible for designated member review (DMR). For amendments, new categories will be added for: IBC Chair review for changes that would be deemed exempt (III-F); Administrative Review for small changes, such as personnel changes, changing of funding source, etc., that can be handled by the ICA; and a requirement for the ALD to review and sign for certain amendments such as a PI change.

081-001-SOP was edited to combine processes from both 081-001-SOP and 081-002-SOP and 081-002-SOP will be retired. The committee reviewed the edited SOP, comments/suggestions were made about language consistency throughout the document. B.C. made a motion to approve the changes to the forms and SOP, G.H. seconded the motion and the committee

unanimously approved. This SOP will be put into the document control system after the amendment form has been updated in order to reflect the new processes correctly.

5. New Business

- 5.1. There were no Receipts of Recombinant Strains received.
- 5.2. There was one Etiologic Agent Registration that was received - #263. The committee had no questions or concerns.
- 5.3. The IBC Chair gave an update of exempt registration for IBC-18-0043 that was reviewed and deemed exempt on 02/01/2019.

The IBC Chair gave an update of exempt registration for IBC-18-0044 that was reviewed and deemed exempt on 05/21/2019.

The IBC Chair gave an update of exempt registration for IBC-18-0045 that was reviewed and deemed exempt on 06/27/2019.

The IBC Chair gave an update of exempt registration for IBC-18-0046 that was reviewed and deemed exempt on 07/02/2019.

The IBC Chair gave an update of exempt registration for IBC-18-0047 that was reviewed and deemed exempt on 07/03/2019.

The IBC Chair gave an update of exempt registration for IBC-18-0048 that was reviewed and deemed exempt on 08/06/2019.

The IBC Chair gave an update of exempt registration for IBC-18-0049 that was reviewed and deemed exempt on 08/06/2019.

The IBC Chair gave an update of exempt registration for IBC-18-0050 that was reviewed and deemed exempt on 08/25/2019.

- 5.4. The IBC Chair gave an update of an amendment for IBC-18-0035 that was reviewed and approved on 05/24/2018.

The IBC Chair gave an update of an amendment for IBC-18-0042 that was reviewed and approved on 12/06/2018.

The IBC Chair gave an update of an amendment for IBC-18-0043 that was reviewed and deemed exempt on 02/01/2019.

The IBC Chair gave an update of an amendment for IBC-18-0044 that was reviewed and deemed exempt on 05/21/2019.

The IBC Chair gave an update of an amendment for IBC-18-0048 that was reviewed and deemed exempt on 08/06/2019.

- 5.5. The committee reviewed a new registration submission, IBC-18-0051. The committee had one minor request to add the Co-PI to the personnel line. M.J.R. made a motion to approve the registration with this administrative change. B.C. seconded the motion and the committee unanimously approved.

6. Training

6.1. N/A

7. Action Items

7.1. The ICA and IBC Chair will make the suggested changes to the SOP and put it into Reliance.

7.2. The ICA will draft a new amendment form that will reflect the new SOP and process changes.

8. Housekeeping Items

8.1. The next meeting is scheduled for Thursday, December 26, 2019, from 11:30 am -1:00 pm in the NBACC Building.

9. Adjourn

A motion was made by B.J. and seconded by G.H. to adjourn the meeting at 12:07 pm.