



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

January 28, 2016
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.		B.C.	G.W.
J.C.S.	P.L		D.H.	
L.P.	R.L.		V.J.	
J.G.			R.H.	
Guests Present: N/A				
Prepared By: J.O				

1. Call to Order

N.B. called the meeting to order at 11:36 AM.

2. Roll Call

A quorum was verified. N.B. welcomed new committee member, G.W., who was not in attendance.

3. Approval of Meeting Minutes

The February 2015 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. Edits to the IBC amendment processes were made in both IBC SOPs and two forms that were approved during the February 2015 meeting. This also includes the addition of a new form, the DMR form. These changes were incorporated and approved in the document management system.

5. New Business

5.1. Etiologic Agent Registration – the IBC received a copy of four recombinant etiologic agent registrations: #163 on 03/16/15; a modification of #112 on 03/13/15; #171 on 05/18/15; and #172 on 05/18/15.

5.2. The IBC Chair updated the committee regarding a personnel amendment that was approved for IBC-14-0021 on 11/05/15.

- 5.3. The IBC Chair updated the committee on new registration IBC-15-0028 that was submitted and deemed exempt on 05/20/2015.
- 5.4. The IBC Chair updated the committee on the following six registrations that were closed since the last convened meeting: IBC-13-0014 closed on 6/18/15; IBC-13-0015 closed on 08/06/15; IBC-14-0019 closed on 10/26/15; IBC-14-0020 closed on 10/26/15; IBC-14-0024 closed on 10/26/15; and IBC-15-0028 closed on 10/26/15.
- 5.5. The IBC Chair discussed with the committee the need for the Chair's signature on the IBC Termination/Closure form. The suggestion was to remove the IBC Chair's signature since the acknowledgement from the IBC is just a notification that it was received, not an actual approval or review that the IBC needs to have. A motion was made by J.G. to remove the Chair signature and add the ICA signature and to change the word "approved" to "acknowledged." It was also motioned to remove the "require modification" checkbox. This motion was seconded by M.J.R. and unanimously approved.
- 5.6. The ICA and IBC Chair made edits to the IBC Charter and reviewed with the committee. Edits included the following: a) specifically stating that a quorum of the IBC needed to include at least one community member represented; b) Clarification on who maintains IBC records and the types of records that are maintained; c) Removal of the Institutional Compliance Screening function, since that is no longer under the IBC; and d) Added filing an annual report with NIH under functions. M.J.R. made a motion to approve the edits as written. L.P seconded the motion and the committee unanimously approved. The ICA and IBC Chair will forward to the Institutional Official for review and signature.
- 5.7. The review of NBACC emergency response plans was conducted. The following five documents were reviewed: 020-029-F01, 020-029-SOP, 020-032-PLAN, 020-034-PLAN, and 020-038-SOP. All comments from committee members were discussed and decided by the committee if they would like to make the suggested edits to the process owners. The ICA will compile all suggested changes and forward to the owners accordingly.

6. Training

- 6.1. The ICA and IBC Chair drafted training slides that would be yearly required training for all PIs and technical staff listed on IBC registrations and presented it to the committee for review. The committee's suggestion was to add contact information to the slides (IBC Chair & ICA). It was also recommended that this training be sent to all PI's within the organization. The committee unanimously agreed to roll this training out on a yearly basis. The ICA will work with the training coordinator to implement this.

7. Action Items

- 7.1. The ICA and IBC Chair will forward the approved, revised Charter to the Institutional Official.
- 7.2. The ICA will edit the termination form as discussed in 5.5.
- 7.3. The ICA will compile all comments regarding the emergency response plans and forward to the process owners.
- 7.4. The ICA will implement IBC Training to all PIs and IBC technical staff.

8. Housekeeping Items

8.1. Next meeting is scheduled for Thursday, February 25, 2016 11:30-1:00, NBACC Building.

9. Adjourn

A motion was made by M.J.R. and seconded by J.C.S to adjourn the meeting at 1:02pm.