



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

November 30, 2016
NBACC
2nd floor Conference Room
11:30 am - 1:00 pm

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

1. Call to Order

N.B. called the meeting to order at 11:40 AM.

2. Roll Call

A quorum was verified.

3. Approval of Meeting Minutes

3.1. The August 2016 meeting minutes were reviewed and unanimously approved via email on September 1, 2016.

4. Ongoing Business

4.1. N/A

5. New Business

5.1. The committee reviewed newly submitted registration IBC-16-0032. There was a robust discussion of multiple safety features, risks, and procedures of the project. Although the PI was not available to attend the meeting, V.J. was able to summarize and answer questions. The committee requested that one technical staff member be removed from the registration since they are no longer employed at NBACC and also that clarification be added in Section 5.2 to emphasize that only one organism would be worked on under this IBC registration. B.C. made a motion to approve the registration after the minor edits were made and that the IBC Chair could verify these changes on behalf of the IBC. G.W. seconded the motion and the committee unanimously approved with one abstention.

- 5.2. Etiologic Agent Registration – the IBC received a copy of two recombinant etiologic agent registrations: #206 on 08/31/16 and #207 on 09/07/16.
- 5.3. The IBC Chair updated the committee regarding three registration closures: IBC-14-0018, closed on 9/8/16; IBC-14-0023, closed on 9/8/16; and IBC-14-0016, closed on 9/15/16.
- 5.4. The IBC Chair updated the committee on a personnel amendment for IBC-15-0027 that was approved on 09/20/2016.
- 5.5. An update was given regarding the Continuing Review that took place for IBC Registration IBC-14-0021 on September 26, 2016. Two IBC members met with the PI and one technical staff member and found the project was in compliance.
- 5.6. The BSO and IBC Chair made proposed edits to IBC Policy 01, Receipt and Storage of Recombinant and Synthetic Nucleic Acids or Organisms, and discussed these with the committee. The original intent of the policy was to cover minimum policies when recombinant materials are received and stored within the NBACC building for the repository (long-term storage), and not necessarily for storage when the intent was to use the material at a later date. The committee had a lengthy discussion that included different ideas on how the process could be managed going forward for both Repository storage and requests to bring materials in for use. The discussion included ways in which the IBC could be made aware of all recombinant materials that are brought into the building, the BSO's need for understanding and at times approving receipt of some recombinant materials, and the ways in which this new process would be more straightforward for the PI. The committee agreed that the IBC should be notified of all recombinant material prior to arrival at NBACC. At the conclusion of the discussion, the IBC agreed to make the following changes:
 - a) The IBC Registration form, 081-001-F01, will be edited to include a checkbox for storage-only. If this is checked, there will be other information that would be necessary to report to the IBC, but the PI would not have to complete the full IBC registration form.
 - b) IBC Policy 01 will be changed to reflect the new form and process. It will outline that the IBC must be notified of all recombinant materials *before* they are received at NBACC by completing the newly revised 081-001-F01.
 - c) For IBC Registrations that are storage-only, the IBC Chair or designee and the BSO will review and approve the receipt of recombinant materials with no further review required. A report will be provided to the IBC at the next convened meeting outlining all storage-only approvals.B.C. made a motion to approve the above changes to the form and policy, but that these changes will be sent to and reviewed by the committee via email before being finalized. J.C.S. seconded the motion and the committee unanimously approved.
- 5.7. Three edits were made to the IBC Registration form and presented to the committee for their review and comments. These edits were minor wording clarifications. The committee agreed to all changes, which will be detailed and reflected in the revision history in Reliance upon the modification.

6. Training

- 6.1. N/A

7. Action Items

7.1. J.O. will edit 081-001-F01 to accommodate changes as described in 5.6 and send to the committee for their review.

7.2. J.O., N.B., and J.C.S. will revise IBC Policy 01 to accommodate changes as described in 5.6 and send to the committee for their review.

8. Housekeeping Items

8.1. Next meeting is scheduled for Thursday, December 22, 2016, 11:30-1:00, NBACC Building.

9. Adjourn

A motion was made by J.G. and seconded by J.C.S. to adjourn the meeting at 1:03 pm.