



Meeting Minutes

Meeting Subject/Title: Institutional Biosafety Committee		
Date: April 22, 2010	Time: 11:30 -1:15 pm	Location: Thomas Johnson Drive, Linganore Creek Conference Room

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

I Meeting called to order by Chair

II Approval of Meeting Minutes from 25 March 2010 meeting

A. Minutes were approved and seconded.

III Old Business

- A.** Personnel Training Form. Finalized draft of rDNA Project Personnel Qualification and Training presented. Committee approved and deferred final approval in equationASP to Chair.
- B.** Institutional Administrator Update – an offer has been made and accepted. Current start date is 3 May (NOTE: this date has been updated to 24 May).
- C.** Electronic Submission Software Update – Chair is budgeting this expense for FY11.

IV New Business

- A.** Policy on IBC awareness of receipt and storage of recombinant molecules and organisms at NBACC
 1. Lengthy discussion regarding what should/should not be listed, how specific the IBC policy needs to be, and who holds ultimate responsibility.
 2. Conclusion – let current policy stand, with certain caveats.

- B.** SOP edits
 1. 81-001: IBC Operation and Review
 - a. Add details on communication regarding projects to RAC and OBA. Chair and L.H. will work on adding to SOP.
 - b. Add reference to new form 81-001.F03 rDNA Reviewer Form
 - 1) Committee approves use of the form to capture reviewer comments and defers final approval to Chair in equationASP.
 - c. Consider addition of flowchart to explain review process. Chair will work on this.
 2. 81-002: IBC Submittal
 - a. Add reference to 81-001.F02 (rDNA Project Personnel Qualification and Training).
 - b. Discussion of special project submissions.
 - c. Discussion of projects performed by subcontractors—information is in PI responsibility section.
 3. SOP submissions for voting
 - a. Chair will edit both SOPs and submit for voting in equationASP.

- C.** Chair's upcoming project
 1. Discussion regarding handling conflict of interest projects (Vice Chair will review in lieu of Chair and decide if full committee review is required).
 2. Further discussion regarding requirements for full committee review or partial committee review.
 3. Chair will submit application form of upcoming project for test of procedure.

- D.** Discussion of special project handling procedures
 1. Outside members will have to review special projects on site, likely hold a longer meeting to review and vote on the same day. Special arrangements will be made as necessary.
 2. Committee will run a “test review” of such project in the future.

- E.** Upcoming Training Opportunities
 1. DC Regional Recombinant DNA Workshop on June 11, 2010.
 2. The 3 I's: Learning through Collaboration, Connection and Community: Advancing Bioscience and Security, Tempe, AZ coming up in May; Chair plans to attend.

Meeting was adjourned at 1:15 pm