



# INSTITUTIONAL BIOSAFETY COMMITTEE

## Meeting Minutes

**April 25, 2013**  
**NBACC**  
**1st Floor Conference Room**  
**11:30 am - 1:00 pm**

Members Present:			Members Absent:	
N.B.	P.L.	J.C.D.	R.A.	
J.R.S.	J.G.		B.C.	
R.B.	M.J.R.			
C.B.	L.P.			
<b>Guests Present:</b> None				
<b>Prepared By:</b> J.O				

### 1. Call to Order

1.1. Meeting was called to order by the Chair at 11:41 AM.

### 2. Roll Call

- 2.1. Roll call was taken and a quorum was verified.
- 2.2. Three new members have joined the committee since the previous meeting; two were present and introduced.

### 3. Approval of Meeting Minutes

3.1. Minutes from the July 2012 meeting were unanimously approved.

### 4. Ongoing Business

4.1. None

### 5. New Business

- 5.1. An update was given regarding the Continuing Review that took place for IBC Registration IBCFY1005 on January 15, 2013. Two IBC members met with the PI and Co-PI and found no issues of noncompliance with the project. From this meeting, the PI recognized that some personnel listed on the original registration needed to be removed and one added. An amendment was submitted to modify this.
- 5.2. From the continuing review of IBCFY1005, the PI recommended some changes to the checklist, which the committee discussed. Instead of every reviewer filling out a checklist, the committee agreed that one checklist can be filled out with everyone's comments compiled. The committee also agreed that the PI and technical staff signature lines should be removed and the completed checklist will be provided to the PI instead of just an email. These changes will be made to the checklist and updated in our document management system.

- 5.3. An amendment to add and remove personnel was received for IBC Registration IBCFY1005 and approved on January 15, 2013.
- 5.4. The committee discussed what training requirements would be needed for personnel who are added on IBC Registrations and amendments. On the current amendment form, there is a drop down box which asks if training has been completed with a "Yes/No" answer. The committee determined that this column is not needed because the PI already assures through their signature that the personnel have been adequately trained in microbiological techniques, procedures for responding to accidents, and safety practices required to work with the materials approved in the project. Also, this training is tied to personnel access (escorted or not) to any lab that they are working in, therefore access would not be granted until training is complete. The ICA will edit the form to remove this column, which will also reflect the main registration form. The committee also discussed the possibility and potential need for a basic, non-project specific rDNA/IBC training for all staff on projects. This might include a training slide set on SharePoint with a signature page to document completion of the training.
- 5.5. The Chair provided the committee with a summary of the updates to the NIH Guidelines.
- 5.6. The committee reviewed newly submitted registration IBC-13-0013. The PI gave a summary of the project before recusing himself. The committee discussed the risk and procedures of the project. A motion was made to approve the registration by L.P. and seconded by J.R.S. and approved unanimously.
- 5.7. The ICA gave a brief summary of the IBC's SharePoint website, including navigation and content.

## **6. Action Items**

- 6.1. The ICA will make edits to the Continuing Review Checklist (81-001-F05).
- 6.2. The ICA will make edits to the Registration Amendment (81-001-F02).

## **7. Housekeeping Items**

- 7.1. Next meeting is scheduled for Thursday, May 23, 2013, 11:30-1:00, NBACC Building.

## **8. Adjourn**

The meeting was adjourned at 12:57pm.