



## Meeting Minutes

<b>Meeting Subject/Title:</b> Institutional Biosafety Committee		
<b>Date:</b> February 24, 2010	<b>Time:</b> 11:30 -1:05 pm	<b>Location:</b> Thomas Johnson Drive, Carroll Creek Conference Room

<b>Members Present:</b>	
J. G. – Chair	L. P.
P. L. – Vice Chair	D. L.
L. H.	J. S.
T. H.	
<b>Members Absent:</b>	
None	
<b>Guests Present:</b>	
<b>Prepared By:</b> L.R.	

**I** Meeting called to order by Chair

**II** Approval of Meeting Minutes from 27 January 2010 meeting

- A. Minutes from the 27 January 2010 meeting were approved and seconded.

**III** Old Business

A. Non-affiliated member update:

1. Suitability
  - a. One non-affiliated member has submitted documents to obtain DHS Suitability.
  - b. Second non-affiliated member is still processing paperwork to obtain DHS Suitability.
2. Additional non-affiliated members
  - a. A third non-affiliated member has been identified and has committed.
  - b. A fourth non-affiliated member has not been identified.

B. 81-001.F01 rDNA Application:

1. Discussion regarding technical issues with the document as well as making form more user-friendly.
2. Discussion regarding resources and the ability to keep IBC apprised of changes/additions/deletions in staff resources on projects after IBC approval.

- a. Suggestion: Leave the form as is, but add a Resource Update Addendum (with assurance statement signed by responsible PI) to update the IBC.
3. Hazard Assessment section – p. 7:
  - a. Changes discussed and agreed upon at January IBC meeting were made.
  - b. Short discussion of lessons learned from January IBC meeting project review.
  - c. Additional requirement to list all SOPs for the project will be added to the Hazard Assessment section.
4. Detailed Technical Project Description – p. 3:
  - a. Discussion re references and depth of project descriptions.
  - b. Decision to ask PIs to state the reason for the references used for methods.
- C. SOP status:  
SOP 81-001 – NBACC IBC Operation and Review  
SOP 81-002 – NBACC IBC Submission
1. Committee approved SOPs with minor typo (page number issue). SOPs will be approved and controlled in equationASP.

#### **IV** New Business

- A. Requirements for IBC review of recombinant strains received at NBACC:
  1. Lengthy discussion regarding handling of receipt of recombinant strains and definition of manipulation versus use.
    - a. NBACC guidelines indicate that any “use” of rDNA needs to be reviewed by the IBC, although they may be found to be exempt.
    - b. Decision that the etiologic registration form needs to have a checkmark box for “rDNA.”
- B. Training for NBACC
  1. PI training presentation discussed.
- C. Next Meeting – Tentative schedule for future meetings will be distributed.

Meeting was adjourned at 1:05 pm