



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

June 26, 2014
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.	C.B.		
R.H.	L.P.	P.L.		
R.B.	J.C.D.	B.C.		
S.B.	J.G.	R.L.		
Guests Present:				
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

The February 2014 meeting minutes were reviewed and approved via email on April 29, 2014. They have undergone the sensitivity review process and are uploaded onto BNBI's website.

4. Ongoing Business

4.1. None.

5. New Business

5.1. R.H. was introduced as a newly appointed member, replacing J.R.S. as the veterinarian.

5.2. The committee reviewed newly submitted registration IBC-14-0023. The committee discussed the risks and procedures of the project. A few minor suggested changes and clarifications were requested by the committee. A motion was made by R.B. to require modifications to secure approval of the registration and for the modifications to be returned to the Chair for review. This motion was seconded by S.B. and unanimously approved.

5.3. The committee was updated with notification of receipt of recombinant strains, confirmed with a letter from the originating institution dated March 5, 2014.

- 5.4. Based on a recent policy approved by the IACUC, the ICA drafted a policy concerning PI and Co-PI Definitions, Eligibility and Authority as they would relate to IBC registrations, which was reviewed by the committee. The committee engaged in a lengthy discussion of the purpose, benefits, and authority of Co-PIs and the advantages and disadvantages of implementing this policy for the IBC. There were a few recommended edits and clarifications to the policy; the ICA will make the changes and distribute to the committee for their further input and comments. The revised policy will be reviewed at the next convened meeting. Additionally, it was noted that the term “project lead” on the IBC registration should be changed to “PI” to match with the *NIH Guidelines*.
- 5.5. The ICA and IBC Chair asked the committee to think about NBACC’s current process regarding amendments to IBC registrations and how it can possibly be changed to make the process more streamlined and to allow for a way that not all changes would need to come to the full committee for review. Specifically, it was suggested that the committee think about changes that would be considered minor and would not need to be reviewed at a full IBC meeting, in addition to changes that would be considered major and would need to be reviewed at a full IBC meeting. Also discussed was the method to which amendments should be administered, with options being a separate amendment form or changes to the existing approved registration. The committee favored an amendment that changed the existing registration, so that all changes could be captured in one document. The ICA will compile and draft suggestions based on the discussion and information gathered from other institutions and present to the IBC for further review.

6. Training

N/A

7. Action Items

- 7.1. The ICA and committee will further edit the PI/Co-PI policy.
- 7.2. The ICA will draft suggestions and changes to the amendment process to be reviewed by the committee.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, July 24, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 1:12pm.