



## Meeting Minutes

<b>Meeting Subject/Title:</b> Institutional Biosafety Committee		
<b>Date:</b> November 20, 2009	<b>Time:</b> 12:00 -1:30p.m.	<b>Location:</b> Thomas Johnson Drive, Carroll Creek Conference Room

<b>Members Present:</b>	
JG – Chair	JS
LH	PF
PL – Vice Chair	
DL	
<b>Members Absent:</b>	
TH	
<b>Prepared By:</b> LR	

### I Approval of Meeting Minutes from 15 October 2009 meeting

- A. Minutes from the 15 October 2009 meeting were approved and seconded.
- B. Chair noted that she is working on getting a link on the NBACC website that will post dates of meetings; minutes must be requested.

### II Old Business

- A. OBA Registration Update:
  1. Waiting for outside members to respond to subcontract
  2. Need to format all biosketches similarly
- B. Non-affiliated Committee Member update:
  1. Waiting for response from outside members (see 1. above)
  2. Still looking for other outside members; discussion of need for DHS suitability

- C. Charter was approved 30 October 2009 and has been stored in Records folder; NBACC Librarian will keep that folder.

### **III** New Business

- A. JF has been designated the IBC Program Manager
- B. Establishment of three separate charge codes for IBC: Training (1015.220.120), Protocol Review (1015.220.121), and Management (1015.220.115)
- C. Review of:
  - 1. Project Submission Form
    - a. Discussion of necessary information in form and review by LH
    - b. How to handle approval vs. non-approval
    - c. Lengthy discussion regarding where to keep; resolving issues and modifications to projects; how to handle changes, etc.
  - 2. SOP
    - a. Additions/Changes:
      - Page 5: change 3 weeks to 15 business days; take out General Counsel references
      - New Additions: non affiliated member term of three years; redaction policy; issue of subcontractor work (need to coordinate with JP)
      - Page 9: step 8. Add a sentence re: “no changes will be implemented until approved by the IBC.”
- D. Miscellaneous
  - 1. Chair would like members of the committee to each take an item to cover while she is out on extended leave
    - a. PL – SOPs
    - b. LH – project submission form
    - c. JS – software process

Meeting was adjourned at 1:45 pm