



Meeting Minutes

Meeting Subject/Title: Institutional Biosafety Committee		
Date: September 14, 2009	Time: 12:00 -1:30p.m.	Location: Thomas Johnson Drive, Carroll Creek Conference Room

Members Present:	
JG – Chair	JS
LH	DL
PL	
TH	
Members Absent:	
Guests:	
AH	
Prepared By: CC and JG	

I New Business

A. Office of Biotechnology Activities Registration

1. Office of Biotechnology Activities Registration will be initiated and the goal is to submit it by 10/30/09.

2. Two external committee members are required.

Committee discussed outside membership. The IBC Chair took the action to discuss availability and willingness to serve with the nominated candidates that the committee agreed would best compliment the expertise of the existing membership. A short list of candidates will be discussed with the Laboratory Director for approval and extension of an appointment letter.

B. Purpose of IBC at NBACC

1. Members discussed the mission and charter of the IBC. It is recommended that each project be assigned a number and title that will remain associated with it for life.

2. Meeting minutes are required for every meeting.

C. Process of IBC Submission

1. Members discussed order of approvals for projects with other committees within NBACC and outside.

2. The IBC Chair and the Biosafety Officer reviewed the Annual Plan and identified projects needing further details to determine if full committee review is necessary.

3. Members discussed the necessity to time phase the work to flow through the IBC.

4. IBC Chair prepared a sample project submission form and a member will fill out a copy for his/her project to test the form and provide feedback. Other Committee members are also encouraged to review the form and submit feedback to IBC Chair.

5. Full Committee review of protocols—options:

a. All members review all protocols

b. Designated members review full protocols and present details at the meeting for voting

6. The members discussed frequency and attendance requirements of IBC Meetings and agreed on starting with monthly meetings.

7. Members agreed that Projects should be turned in to the Committee for review at least 21 days prior to the meeting. They will be distributed to Committee members for review two weeks prior to the meeting.

8. Members discussed how to handle discussion of priority projects and agreed to put this topic on hold. The Project Form will function for all projects.

9. Members discussed best pathway to communicate results.

D. Charter:

1. IBC Chair has a draft and all members need to review and submit comments back to IBC Chair.

2. The IBC Chair will work with Program Managers to get a schedule, priorities and implementation plan for FY10 projects.

E. Training

a. Members discussed training requirements and agreed all PI and Committee members will need training.