



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

January 24, 2019
NBACC
NBACC Conference Room 2
11:30 am - 1:00 pm

Members Present:			Members Absent:	
B.J.	B.S.	L.H.	A.H.	
J.C.S.	B.T.	V.W.		
M.J.R.	G.W.	B.H.		
G.H.	B.C			
Guests Present: None				
Prepared By: J.O.				

1. Call to Order

B.J. called the meeting to order at 11:40 am.

2. Roll Call

A quorum was verified and a new member, B.T., was introduced.

3. Approval of Meeting Minutes

3.1. The November 2018 meeting minutes were reviewed and unanimously approved via email on December 4, 2018.

4. Ongoing Business

4.1. N/A

5. New Business

- 5.1. There were no Receipts of Recombinant Strains received.
- 5.2. There was one Etiologic Agent Registration that was received, #250. The committee had no questions or concerns.
- 5.3. The IBC Chair gave an update of an amendment for IBC-18-0036 that was reviewed and deemed exempt on 12/06/2018.
- 5.4. A spill of a recombinant cell line (less than 10 mLs) was reported to the IBC Chair and BSO. There was no potential exposure. There were no questions or comments from the committee and no further reporting is required.

- 5.5. The committee reviewed a new registration submission, IBC-18-0042. The committee had no requests for changes. M.J.R. made a motion to approve the registration. J.C.S. seconded the motion and the committee unanimously approved with one abstention.
- 5.6. The ICA and IBC Chair proposed a few changes to the IBC review process of registrations and amendments. For registrations, it was proposed that those that fall under NIH Guideline Section III-A, B, C, or D continue to go for full committee review and those that fall under Section III-E be eligible for designated member review (DMR). Also, it was proposed to modify Section 4.1.15 so that it matches the exact wording of the NIH Guidelines. After discussion, the committee agreed to these changes. For amendments, proposed changes included:
- Revising the amendment form to be robust enough to capture all possible changes and not require an entirely new registration to be submitted, which is our current process;
 - Adding an IBC Chair review category for changes that would be deemed exempt (III-F);
 - Adding an Administrative review category for small changes, such as personnel changes, changing of funding source, etc. that can be handled by the ICA, and
 - Require the ALD to review and sign for certain amendments, such as a PI change.

The committee agreed to these changes as well. The ICA, IBC Chair, and select (to be named) members of the committee will work on editing the SOPs and forms to include all of these changes and will send to the full committee for their input and review. Change in processes will not be finalized until approval by the committee.

6. Training

6.1. N/A.

7. Action Items

7.1. The ICA and IBC Chair will review and edit the SOPs and forms.

8. Housekeeping Items

8.1. The next meeting is scheduled for Thursday, February 28, 2019, from 11:30-1:00 in the NBACC Building.

9. Adjourn

A motion was made by V.W. and seconded by G.W. to adjourn the meeting at 12:38 pm.