

Institutional Biosafety Committee Meeting Minutes



July 22, 2021

NBACC 1st Floor Conference Room & MS Teams

11:30 am - 1:00 pm

Attendance:

IBC Member/Staff	Affiliation/Role	Present	Absent
B.J.	IBC Chair	X	
J.C.O.	Biological Safety Officer/Vice Chair	X	
A.H.	Veterinarian	X	
B.S.	Microbiologist	X	
V.W.	Virologist	X	
K.C.	Molecular Biologist, Virologist	X	
J.H.B.	Virologist	X	
G.H.	Bacteriologist	X	
A.E.	Bacteriologist	X	
B.H.	Nonaffiliated Member	X	
B.C.	Nonaffiliated Member		X
L.H.	Nonaffiliated Member	X	
B.T.	Alternate, Biological Safety Officer	X	
J.L.B.	IBC Staff	X	
K.B.	IBC Staff	X	

Guests in Attendance: None

1. Call to Order

- 1.1 B.J. called the meeting to order at 11:34 am. New member, J.H.B., who is replacing outgoing member V.W. was introduced, and V.W. was thanked for her six years of service to the IBC.

2. Roll Call

- 2.1 A quorum was verified.

3. Approval of Meeting Minutes

- 3.1. The April 22, 2021 meeting minutes were reviewed and unanimously approved via email on May 4, 2021.

4. Ongoing Business - None

5. New Business

- 5.1. The committee reviewed a newly submitted registration, IBC-21-0069. The PI gave a summary of the project and answered the committee's questions. The Chair informed the committee that the PI slightly revised the registration based on member comments prior to the meeting, and this revised

version was made available to members via email prior to the meeting. B.H. made a motion to approve the registration. G.H. seconded the motion and the committee approved the registration with one abstention.

- 5.2. There were three Etiologic Agent Registrations that were received and distributed to the committee for their information, #310, #311, and #312. The committee had no questions or concerns.
- 5.3. The IBC Chair updated the committee on the following amendments that were approved since the last meeting:
 - Three amendments for IBC-21-0061 were reviewed. The first, to remove the Co-PI, was reviewed via DMR and approved on May 14, 2021. The second and third amendments, for additional strains, were reviewed via DMR and approved on May 17, and July 14, 2021 respectively
 - Two amendments for IBC-21-0060 were reviewed. The first, to correct room numbers with no change in biosafety level, was reviewed administratively and approved May 12, 2021. The second, to add rooms with no change in biosafety level, was approved administratively on July 13, 2021
 - An amendment to IBC-15-0026 to update personnel was reviewed administratively and approved on June 22, 2021
 - An amendment to IBC-20-0054 for additional strains was reviewed via DMR and approved on July 7, 2021
- 5.4. The IBC Chair updated the committee on the following registrations that were either exempt or approved since the last meeting:
 - IBC-21-0068, a receipt and storage registration that was reviewed administratively via IBC Chair and approved on June 17, 2021
 - IBC-17-0070, a registration for receipt and storage was reviewed administratively via IBC Chair and approved on July 20, 2021
- 5.5. The IBC Chair informed the committee of a near miss report involving IBC-20-0058. The committee had no questions or concerns.
- 5.6. The IBC Chair discussed the current designated member review (DMR) process for new registrations and amendments and asked the committee to consider removing the SOP requirement that one of the reviewers must be the BSO. The Regulatory Compliance Manager (RCM) noted that this is not a NIH requirement, and was originally included in NBACC's DMR process when it was implemented a few years ago as an extra precaution to guarantee biosafety oversight. Given that the BSO reviews all new registrations and many of the amendments prior to IBC submission, and that all IBC members (including the BSO) are provided access to DMR-eligible amendments and can call for those amendments to be reviewed via full committee, the further requirement seemed redundant. The committee discussed and asked questions and agreed with the redundancy of this part of the process. J.C.O, the BSO, also concurred with this. B.H. made a motion to approve removing the requirement of the BSO being one of the DMRs, L.H. seconded the motion and the committee unanimously approved the change. The RCM will update the associated SOP to reflect this modification.
- 5.7. The IBC Chair discussed the process for which room change amendments are currently completed and asked for committee input on how to handle those amendments that do not result in an increase in biosafety level, as it is not specifically addressed in the SOP. The suggestion was that these changes

may be handled administratively by the IBC chair or IBC staff. During discussion, it was noted that the BSO is already required to sign off on all room changes, and that a room change that does not alter the previously approved containment level is not a significant change and therefore does not require DMR. Additionally, it was determined that a list with containment levels of laboratories can be provided for IBC Staff as a resource to verify that containment level does not change. Committee members discussed and agreed that the IBC Chair or IBC staff can confirm containment level (either from the provided list or direct consultation with the BSO) prior to administrative review and approval. The RCM will update the associated SOP to reflect this modification.

- 5.8. The IBC Chair informed the committee that the IBC Self-Assessment using the NIH OSP Self-Assessment Tool was finalized this month. The RCM noted that there were no significant findings, and one SOP was updated to specifically include recombinant or synthetic nucleic acid molecules for clarity. This was also sent to the Institutional Official for their awareness. The committee had no questions or concerns.

6. Training – N/A

7. Action Items

- 7.1. The RCM will address suggested changes to 081-001-SOP and put the updated SOP into the document control system.

8. Housekeeping Items

- 8.1. The next meeting is scheduled for Thursday, August 26, 2021, from 11:30 am - 1:00 pm in the NBACC Building and Teams Teleconference.

9. Adjourn

- 9.1 A motion was made by A.H. and seconded by B.H. to adjourn the meeting at 12:15 pm.

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All research was conducted in compliance with the Animal Welfare Act and other federal statutes and regulations relating to animals and experiments involving animals and adheres to principles stated in the Guide for the Care and Use of Laboratory Animals, and approved by both the NBACC Institutional Animal Care and Use Committee and, when applicable, the DHS Compliance and Assurance Program Office. The facility where this research was conducted is fully accredited by AAALAC International and maintains a Public Health Service (PHS) Humane Care and Use of Laboratory Animals (Policy) assurance.