

INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes



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

Members Present:			Members Absent:	
N.B.	M.J.R.		R.L.	
R.H.	S.B.		L.P.	
R.B.	B.C.		C.B.	
J.G.	P.L.		J.C.D	
Guests Present: N/A				
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. N.B. thanked S.B. and R.B. for their service on the IBC.

3. Approval of Meeting Minutes

The August 2014 meeting minutes were reviewed. S.B. motioned for approval and M.J.R. seconded the motion. The minutes were unanimously approved.

4. Ongoing Business

4.1. Edits to the IBC amendment processed discussed in last month’s meeting are still in process. These will be submitted to the committee upon completion.

5. New Business

- 5.1. Etiologic Agent Registration – the IBC received a copy of two etiologic agent registrations on 09/22/2014 (#142 and #144).
- 5.2. The committee was updated that an administrative amendment (addition of personnel) for IBC-14-0020 was approved through Chair Review on September 17, 2014.
- 5.3. The committee was updated that an administrative amendment (addition of personnel) for IBC-14-0021 was approved through Chair Review on September 17, 2014.
- 5.4. The committee was updated that an administrative amendment (addition of personnel) for IBC-14-0024 was approved through Chair Review on September 17, 2014.
- 5.5. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0018 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by J.G. to

approve the amendment pending verification of training. This motion was seconded by M.J.R. and unanimously approved with one abstention.

- 5.6. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0019 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by J.G. to approve the amendment pending verification of training. This motion was seconded by M.J.R. and unanimously approved with one abstention.
- 5.7. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0023 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by J.G. to approve the amendment pending verification of training. This motion was seconded by M.J.R. and unanimously approved with one abstention.
- 5.8. The committee reviewed newly submitted registration IBC-14-0025. The committee discussed the risks and procedures of the project. The PI included documentation of appropriate IBC approval of the recombinant organisms that were received. A motion was made by R.B. to approve the registration. This was seconded by S.B. and unanimously approved.
- 5.9. The committee discussed training methods for new PIs and yearly refresher training for PIs. It was suggested that the ICA be put on the HR list to notify when new employees are hired. The ICA will work with all Chairs of each committee to streamline this process.

6. Training

N/A

7. Action Items

- 7.1. The ICA will edit SOPs and forms to incorporate the new amendment process.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, October 23, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 12:05pm.