

# INSTITUTIONAL BIOSAFETY COMMITTEE

## Meeting Minutes



February 26, 2015  
NBACC  
1st Floor Conference Room  
11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.		J.C.S.	
R.H.	B.C.		L.P.	
V.J.	P.L		C.B.	
J.G.	D.H.			
<b>Guests Present:</b> N/A				
<b>Prepared By:</b> 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. welcomed new committee member, D.H.

**3. Approval of Meeting Minutes**

The September 2014 meeting minutes were reviewed. J.G. 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 processes were made in both IBC SOPs and two forms and submitted to the committee for their review in October. The committee discussed the edits in the meeting and only had a few minor suggestions. The committee agreed that changing the amendment process to incorporate minor and major amendments, as well as having a designated member review (DMR) process, would be beneficial for both the PIs and the committee and would still fall within the NIH Guidelines. P.L. made a motion to implement the DMR process and the minor and major amendment categories and incorporate the changes in the SOPs and forms, including the additional minor revisions from the meeting. R.H. seconded the motion and the committee unanimously approved the changes.

**5. New Business**

- 5.1. Etiologic Agent Registration – the IBC received a copy of three recombinant etiologic agent registrations: #152 on 10/29/14; #157 on 12/2/14; and #160 on 1/14/15.
- 5.2. The committee reviewed newly submitted registration IBC-14-0027. The PI gave a brief overview of the registration and answered any questions the committee had. 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. The PI recused themselves from deliberations and voting. A motion was made by M.J.R. to approve the registration. This was seconded by B.C. and unanimously approved.

**6. Training**

N/A

**7. Action Items**

- 7.1. The ICA will incorporate all changes and edits to the SOPs and forms and put through Reliance.

**8. Housekeeping Items**

- 8.1. Next meeting is scheduled for Thursday, March 26, 2015, 11:30-1:00, NBACC Building.

**9. Adjourn**

A motion was made by N.B. and seconded by R.H. to adjourn the meeting at 12:29pm.