

INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes



August 25, 2016
 NBACC, Room 1-209
 11:30 am - 1:00 pm

Members Present:			Members Absent:	
N.B.	M.J.R.	D.H.	B.C.	
J.C.S.	P.L	V.J.		
L.P.	R.L.	R.H.		
J.G.	G.W.			
Guests Present: C.M.F				
Prepared By: J.O				

1. Call to Order

N.B. called the meeting to order at 11:38 AM.

2. Roll Call

A quorum was verified.

3. Approval of Meeting Minutes

- 3.1. The January 2016 meeting minutes were reviewed and unanimously approved via email on June 30, 2016.
- 3.2. It was proposed that the meeting minutes be reviewed and approved via email going forward, even if meetings will occur once per month. Due to the infrequency of NBACC'S IBC meetings, this will expedite the publication of the meeting minutes on NBACC's website. The committee agreed with this proposal.

4. Ongoing Business

- 4.1. Suggested edits from the NBACC emergency response plans from the January 2016 meeting were forwarded to all SOP owners. These suggested edits have since been incorporated into the documents and approved in NBACC's document management system.
- 4.2. The new annual IBC training was distributed to all required staff and received 100% completion by April 2016.
- 4.3. The edits and revised IBC Charter were sent to the Institutional Official and were approved on February 10, 2016.

5. New Business

- 5.1. Etiologic Agent Registration – the IBC received a copy of two recombinant etiologic agent registrations: #192 on 02/19/16 and #203 on 08/02/16.

- 5.2. The IBC Chair updated the committee on new registration IBC-16-0029 that was submitted and deemed exempt on 05/31/2016.
- 5.3. The committee reviewed newly submitted registration IBC-16-0030. The committee discussed the risks and procedures of the project. The PI was present to discuss and answer any questions. A motion was made by J.G to approve the registration. This was seconded by L.P. and unanimously approved. One member recused themselves from voting due to a conflict of interest.
- 5.4. The committee reviewed newly submitted registration IBC-16-0031. The committee discussed the risks and procedures of the project. The PI was present to discuss and answer any questions. A motion was made by M.J.R. to approve the registration. This was seconded by D.H. and unanimously approved. One member recused themselves from voting due to a conflict of interest.

6. Training

- 6.1. N/A

7. Action Items

- 7.1. N/A

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, September 22, 2016 11:30-1:00, NBACC Building.

9. Adjourn

- A motion was made by J.G. and seconded by R.H to adjourn the meeting at 12:06 pm.