



INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

December 7, 2017
NBACC
3rd floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
B.J.	M.J.R.	P.L.	B.S.	
J.C.S.	A.H.	L.P.		
V.W.	G.W.	D.H.		
B.L.	B.C.			
Guests Present: N/A				
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.

3. Approval of Meeting Minutes

3.1. The October 26, 2017, meeting minutes were reviewed and unanimously approved via email on October 31, 2017.

4. Ongoing Business

4.1. An update was given regarding the search for additional nonaffiliated members. An individual was identified, agreed to volunteer and was appointed to the committee on December 6, 2017. They will have limited access to IBC business until their interim clearance and suitability is granted. The ICA updated the NIH RMS system on 12/7/17 with this new member's information. The acquisitions department is currently working on putting together an agreement for this member so that the clearance process can begin. Additionally, a second individual was identified and has expressed interest. The ICA will begin working with this individual and the acquisitions department to get their agreement started.

5. New Business

- 5.1. There were no Receipts of Recombinant Strains received.
- 5.2. There were no Etiologic Agent Registrations.

- 5.3. The committee reviewed a newly submitted amendment to IBC-16-0030. The amendment was for a change in PI and the committee discussed the experience of the new PI and their qualifications. M.J.R. made a motion to approve the amendment to the registration. B.C. seconded the motion and the committee unanimously approved with one abstention.
- 5.4. The committee reviewed a newly submitted amendment to IBC-16-0031. The amendment was for a change in PI and the committee discussed the experience of the new PI and their qualifications. G.W. made a motion to approve the amendment to the registration. M.J.R. seconded the motion and the committee unanimously approved with one abstention.
- 5.5. The committee discussed the current policy that requires the submission of a new registration form whenever there is a change in PI amendment submission. The committee agreed that in cases where this is the only change to an existing registration, a revised amendment form would be sufficient and would negate the need for an entire new form to be submitted. This form would require signatures from the PI, Safety, and the ALD. B.C. made a motion to make a change in PI a minor amendment that does not require a new registration form and that would be eligible for the designated member review (DMR) process. M.J.R. seconded the motion and the committee unanimously approved. The ICA will revise the current amendment form and send to the committee electronically for their input and edits. Once that is finalized, the SOP will be changed to reflect the new process.

6. Training

- 6.1. N/A.

7. Action Items

- 7.1. The ICA will revise the amendment form per 5.5.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, December 28, 2017, from 11:30-1:00 in the NBACC Building.

9. Adjourn

- A motion was made by M.J.R. and seconded by D.H. to adjourn the meeting at 12:28 pm.