



# INSTITUTIONAL BIOSAFETY COMMITTEE

## Meeting Minutes

February 25, 2021  
 NBACC 1<sup>st</sup> 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	
G.H.	Bacteriologist	X	
G.W.	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.O.	IBC Staff	X	
K.B.	IBC Staff		X

**Guests in Attendance:** A.S.

**1. Call to Order**

1.1 B.J. called the meeting to order at 11:34 am.

**2. Roll Call**

2.1 A quorum was verified.

**3. Approval of Meeting Minutes**

3.1. The November 12, 2020, meeting minutes were reviewed and unanimously approved via email on November 24, 2020.

**4. Ongoing Business – N/A**

**5. New Business**

5.1. The committee reviewed a new registration submission, IBC-21-0061. The PI gave a summary of the project and answered questions that committee members had. B.H. made a motion to

approve the registration. B.C. seconded the motion and the committee unanimously approved.

- 5.2. There were two Etiologic Agent Registrations that were received and distributed to the committee for their information, #297 and #298. The committee had no questions or concerns.
- 5.3. The committee reviewed a draft for the expansion of IBC Policy #1, Receipt and Storage of Recombinant and Synthetic Nucleic Acids or Organisms. The proposed change is the addition of a section about internal transfers of materials already stored or being used at NBACC. The committee had no concerns regarding the proposed process for internal transfers. B.H. motioned to approve the policy. This was seconded by A.H. and unanimously approved. The updated version will be put on SharePoint.
- 5.4. The IBC Chair updated the committee that members B.H. and L.H. accepted reappointments for another three year term and thanked them for their continued service.
- 5.5. The IBC Chair updated the committee on the following registrations that were either exempt or approved since the last meeting:
  - IBC-21-0059 was reviewed and deemed exempt on January 28, 2021
  - IBC-21-0060 was a receipt and storage registration that was reviewed via Chair and approved on January 28, 2021
  - IBC-21-0062 was reviewed and deemed exempt on January 29, 2021
  - IBC-21-0063 was reviewed and deemed exempt on January 29, 2021
  - IBC-21-0064 was reviewed and deemed exempt on January 29, 2021
  - IBC-21-0065 was reviewed and deemed exempt on February 9, 2021
- 5.6. The IBC Chair gave an update for an amendment for IBC-20-0058 that was reviewed and approved via DMR on December 9, 2020.
- 5.7. The IBC Chair gave an update for an amendment for IBC-20-0054 that was reviewed and administratively approved on December 24, 2020.
- 5.8. The IBC Chair updated the committee on the following two registrations that were closed since the last convened meeting: IBC-18-0035 closed on February 4, 2021 and IBC-17-0034 closed on February 17, 2021.
- 5.9. An issue pertaining to the number of Co-PIs that could be assigned to a registration arose since the last IBC meeting. A PI asked IBC leadership about the possibility of assigning multiple Co-PIs to an IBC Registration. NBACC's current form only allows space for one Co-PI and IBC Policy #2, *PI and Co-PI Definitions, Eligibility and Authority* implies that only one individual can fill this role. IBC leadership felt that more than one Co-PI listed on a registration might complicate issues surrounding accountability, but wanted to bring it to the IBC for discussion. The committee collectively agreed that one PI with the option of a single Co-PI is sufficient and did not move to make any changes at this time.
- 5.10. J.O. advised the committee that K.B. will be scheduling a few Continuing Reviews during 2021 and went over the Continuing Review process. Additionally, the SOP currently has no explicit wording that excludes exempt registrations from Continuing Reviews, although this exclusion is implied since exempt registrations do not have to be reviewed by the IBC per the NIH

Guidelines. J.O. will be editing the SOP so this is unambiguous. The committee agreed and had no further questions or comments.

**6. Training – N/A**

**7. Action Items**

- 7.1. The approved, updated IBC Policy #1 will be put on SP.
- 7.2. 081-001-SOP will be edited to clarify that Continuing Reviews will not include exempt registrations.

**8. Housekeeping Items**

- 8.1. The next meeting is scheduled for Thursday, March 25, 2021, from 11:30 am - 1:00 pm in the NBACC Building and Teleconference.

**9. Adjourn**

- 9.1 A motion was made by B.H. and seconded by V.W. to adjourn the meeting at 12:11 pm.

This work was funded under Agreement No. HSHQDC-15-C-00064 awarded to Battelle National Biodefense Institute by the Department of Homeland Security (DHS) Science and Technology (S&T) Directorate for the management and operation of the National Biodefense Analysis and Countermeasures Center (NBACC), a Federally Funded Research and Development Center. The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of DHS or the U.S. Government. The DHS does not endorse any products or commercial services mentioned in this presentation. In no event shall the DHS, BNBI or NBACC have any responsibility or liability for any use, misuse, inability to use, or reliance upon the information contained herein. **In addition, no warranty of fitness for a particular purpose, merchantability, accuracy or adequacy is provided regarding the contents of this document.**