

# INSTITUTIONAL BIOSAFETY COMMITTEE

## Meeting Minutes

December 22, 2022  
1<sup>st</sup> Floor Atrium & MS Teams Teleconference  
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	
K.C.	Molecular Biologist, Virologist	X	
J.H.B.	Virologist	X	
G.H.	Bacteriologist / Technician Representative	X	
A.E.	Bacteriologist / Technician Representative	X	
B.H.	Nonaffiliated Member	X	
B.C.	Nonaffiliated Member	X	
L.H.	Nonaffiliated Member	X	
B.T.	Alternate, Biological Safety Officer		X
J.L.B.	IBC Staff	X	
M.R.	IBC Staff	X	

Guests in Attendance: D.M. and A.K.

### 1. Call to Order

1.1 B.J. called the meeting to order at 11:32 am.

### 2. Roll Call

2.1 A quorum was verified.

### 3. Approval of Meeting Minutes

3.1. The October 27, 2022, meeting minutes were reviewed and unanimously approved via email on November 4, 2022. These went through sensitivity review and have been published to the website.

### 4. Ongoing Business

4.1 N/A

### 5. New Business

5.1. The committee reviewed a renewal registration, IBC-18-0042. The PI gave a detailed presentation and summary of the project and answered the committee's questions. The question arose as to whether the non-recombinant organisms that will be used in the project

should be listed in Section 3.2. Traditionally, the IBC does not require the addition of non-recombinant organisms to this section, and there was discussion as to whether in this instance these organisms should be listed. After a robust discussion, it was determined that the additional organisms did not need to be added. B.H. made a motion to approve the registration as written. B.C. seconded the motion, and the committee unanimously approved it.

- 5.2. The IBC Chair updated the committee on registration IBC-22-0083. This was a receipt and storage registration that was reviewed via Chair and approved on 11/30/2022.
- 5.3. The IBC Chair updated the committee that five registrations were closed: IBC-18-0040 on 10/28/2022, IBC-21-0061 on 11/22/2022, IBC-21-0063 on 12/8/2022, IBC-21-0060 on 11/22/2022, and IBC-21-0062 on 12/19/2022.
- 5.4. The Chair suggested a process change allowing for designated member review (DMR) instead of a full committee review (FCR) for registrations containing cell lines and methods identical to registrations previously reviewed and approved by the committee. During the discussion there was concern that issues for tracking the cell lines could arise with this change. A suggestion was made to create a new policy clearly designating which cell lines would qualify for this altered review process and allowing such registrations to be approved by DMR. Future policy updates could expand what cell lines are included in this policy, but all such updates would require FCR. IBC leadership will draft a policy for the committee to review.
- 5.5. The committee reviewed draft edits of 081-001-SOP. The modifications included an additional section about the Receipt and Storage process and an update in the language associated with the compliance staff. During the review of these edits, the process by which investigators submit material for storage by the repository was discussed. It was noted that once items are put into the repository, ownership/authority of the material is transferred from the PI to the repository investigator. This means the registration and paperwork associated with this material may not be accurate if an amendment is not submitted. A discussion ensued amongst the committee on the best course of action to take to capture this information correctly. It was agreed upon amongst the members to create a subcommittee to discuss and investigate this process. The subcommittee will consist of J.L.B., B.J., G.H., J.H.B., and K.C. The edits of 081-001-SOP were approved as written by B.H. and seconded by G.H and will be submitted through the document control system. Additionally, it was suggested that "rDNA" be removed from the IBC rDNA Registration Form because this form also includes synthetic nucleic acids

## **6. Training – N/A**

## **7. Action Items**

- 7.1. IBC leadership will draft a new IBC policy.
- 7.2. The subcommittee will meet to discuss the repository process.

## **8. Housekeeping Items**

- 8.1. The next meeting is scheduled for Thursday, January 26, 2023, from 11:30 am - 1:00 pm in the NBACC Building and Teams Teleconference.

8.2. Reminder: IBC Charge Code is OV01.220.002.

## 9. Adjourn

9.1 A motion was made by G.H. and seconded by J.H.B. to adjourn the meeting at 12:26 pm.

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All research was conducted in compliance with the Animal Welfare Act and other federal statutes and regulations relating to animals and experiments involving animals and adheres to principles stated in the Guide for the Care and Use of Laboratory Animals and approved by both the NBACC Institutional Animal Care and Use Committee and, when applicable, the DHS Compliance and Assurance Program Office. The facility where this research was conducted is fully accredited by AAALAC International and maintains a Public Health Service (PHS) Humane Care and Use of Laboratory Animals (Policy) assurance.