

INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

May 25, 2023
1st Floor Conference Room & 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: S.H.

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, and guest S.H. was introduced.

3. Approval of Meeting Minutes

- 3.1. The December 22, 2022, meeting minutes were reviewed and unanimously approved via email on January 11, 2023. These went through sensitivity review and have been published to BNBI's website.

4. Ongoing Business

- 4.1 During the December 22, 2022, meeting it was discovered the process by which investigators submit material for storage by the repository did not align with the registration and paperwork associated with the material. A subcommittee was created and met on February 28, 2023, to discuss the transfer process and how to best capture it in Policy #1, *Receipt and Storage of Recombinant Organisms*. The policy was edited and sent out to the committee for their review. To align with the new policy, the IBC closure form, 081-001-F04, was also updated to include in check boxes indicating the final disposition of all cells. No comments or questions were received

by the committee. B.H. made a motion to approve the changes. This was seconded by A.H. and unanimously approved. The RCS will approve the policy and update SharePoint and Reliance.

- 4.2 During the December 22, 2022, meeting 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, it was suggested 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. The IBC leadership team met to discuss creating this new policy and decided it would be too difficult to maintain the list and to ultimately keep the process the way it is. The committee had no further comments or questions.

5. New Business

- 5.1. The committee reviewed a new registration, IBC-23-0086. The PI gave a detailed presentation and summary of the project and answered the committee's questions. B.H. made a motion to approve the registration as written. B.C. seconded the motion, and the committee approved it with one abstention.
- 5.2. The IBC Chair updated the committee on registrations IBC-23-0084 and IBC-23-0085. IBC-23-0084 was an exempt registration reviewed via Vice Chair and approved on January 25, 2023. IBC-23-0085 was a receipt and storage registration that was reviewed via Chair and approved on February 22, 2023.
- 5.3. The Chair updated the committee on amendment IBC-22-0080 that was reviewed administratively and approved on April 12, 2023. The amendment was updating the project number and funding source.
- 5.4. There were three new Etiologic Agent Registrations (#341, #343, #347) that were received and distributed to the committee for their information. The committee had no questions or concerns.
- 5.5. The IBC Chair updated the committee that six registrations were closed: IBC-21-0064 on January 2, 2023, IBC-21-0065 on January 4, 2023, IBC-19-0043, IBC-19-0046, and IBC-20-0056 on January 26, 2023, and IBC-19-0044 on February 13, 2023.
- 5.6. A Continuing Review was conducted for IBC-21-0066 on February 1, 2023. Two IBC members met with the PI and found no issues of noncompliance with the project.

6. Training – N/A

7. Action Items

- 7.1. N/A

8. Housekeeping Items

- 8.1. The next meeting is scheduled for Thursday, June 22, 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 K.C. and seconded by B.H. to adjourn the meeting at 11:53 am.

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.**

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.