



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

April 26, 2012
NBACC
3rd Floor Conference Room
11:30 am - 1:00 pm

Members Present:			Members Absent:	
M.R.	L.P.	D.S.	C.D	
P.L.	B.C.	J.R.S.		
N.B.	B.S.			
J.G.	R.B.			
Guests Present: None				
Prepared By: J.O				

1. Call to Order

1.1. Meeting was called to order by Chair at 11:50 AM.

2. Roll Call

2.1. Roll call was taken and a quorum was verified.

3. Approval of Meeting Minutes

3.1. Minutes from the July 2011 meeting were approved by the committee via email on January 21, 2012 and approved through the sensitivity review process on February 21, 2012.

4. Ongoing Business

4.1. 81-001-SOP and 81-002-SOP were edited to reflect changes and new processes concerning period registration reviews.

4.2. The committee reviewed the draft IBC Continuing Review Checklist and discussed the content of the questions on the form. A motion was made and seconded to approve and implement the checklist and approved unanimously.

5. New Business

5.1. No new IBC Registrations submitted for review.

5.2. The committee discussed refining the language in the IBC charter concerning the requirement of meeting frequency. The language currently states that the IBC will meet no less than two (2) times each year; the proposed change was that the committee would meet as needed, or at a minimum, every twelve (12) months. A motion to approve the change in language of the charter was made, seconded, and approved unanimously.

5.3. The committee discussed the possibility of rDNA samples within casework and what circumstances would require the project lead to report these samples to the IBC. It was determined that:

5.3.1. The IBC will work with the Health and Safety Manager to write an MFR to modify the forensic casework risk assessment to acknowledge the possibility of rDNA samples in casework. This motion was made, seconded, and approved unanimously.

5.3.2. If rDNA samples are found within casework, it will need to be reported to the IBC Chair or IBC Chair designee only if it moves out of forensic workflow. At that time, the Chair (or designee) will determine if it needs an IBC Registration. This motion was made, seconded, and approved unanimously.

5.3.3. The same language that is drafted from 5.3.1 in the MFR to the risk assessment will be incorporated into the forensic project plans beginning in FY13 to acknowledge the possibility of rDNA within casework. This motion was made, seconded, and approved unanimously.

6. Action Items

6.1. The ICA will upload the Continuing Review Checklist into documentum.

6.2. The ICA and Chair will edit the Charter and send to the committee for review before distributing to the Lab Director for signature.

6.3. The Health and Safety Manager and IBC will draft an MFR to modify the forensic casework risk assessment as covered in Section 5.3.1.

6.4. The ICA will edit IBC SOPs to incorporate rDNA samples from casework reporting requirements as covered in Section 5.3.2.

6.5. The Chair will notify the project leads of forensic project plans to incorporate new language identified in Section 5.3.1 into their FY2013 (and future) project plans.

7. Housekeeping Items

7.1. Next meeting is scheduled for Thursday, May 24, 2012, 11:30-1:00, NBACC Building.

8. Adjourn

The meeting was adjourned at 12:55pm.