



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

August 28, 2014
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

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

1. Call to Order

N.B. called the meeting to order at 11:34 AM.

2. Roll Call

A quorum was verified.

3. Approval of Meeting Minutes

The June 2014 meeting minutes were reviewed. J.G. motioned for approval and M.J.R. seconded the motion. The minutes were unanimously approved.

4. Ongoing Business

- 4.1. Etiologic Agent Registration – The IBC received a copy of an etiologic agent registration on 7/30/2014 and the committee was notified.
- 4.2. The draft PI/Co-PI policy that was reviewed at June’s meeting was edited electronically following the meeting’s discussion. The committee agreed to the changes made, and a few additional grammatical edits were requested. J.G. made a motion to approve the policy with the minor edits and M.J.R. seconded the motion. The committee unanimously approved the policy. The IBC Chair will distribute this policy to all PIs.
- 4.3. The ICA drafted a modified IBC amendment process and new amendment form based on discussion and suggestions from the previous meeting. The IBC reviewed the proposed suggestions and discussion ensued. The highlights of the changes from the existing IBC process to the proposed process are: a) Additional categories of changes will be considered “minor” and will be able to go through a designated member review process, which will always consist of the Biosafety Officer (BSO), in addition to one other member, appointed by the Chair; b) Amendments designated as minor will not require a completely new IBC Registration form to be completed, only the new IBC amendment form will need to be submitted,

which will describe the changes; c) The BSO will be involved in the initial screening of amendments that are submitted; and d) Any amendments may go for full committee review if requested by the designated member reviewers or anyone on the committee. The ICA will make edits outlining this new process in the appropriate IBC SOP(s) and the committee will review these electronically. The ICA will also finalize the new form and replace this in Reliance.

5. New Business

- 5.1. The committee was updated that an administrative amendment for IBC-14-0018 was approved through Chair Review on August 25, 2014.
- 5.2. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0019 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by P.L. to approve the amendment. This motion was seconded by J.C.D. and unanimously approved.
- 5.3. The committee reviewed a newly submitted amendment for IBC registration IBC-14-0023 in which the PI was changed. No issues were noted or requests for revisions made. A motion was made by P.L. to approve the amendment. This motion was seconded by J.C.D. and unanimously approved.

6. Training

N/A

7. Action Items

- 7.1. The ICA will finalize the PI/Co-PI policy and the IBC Chair will distribute to all PIs.
- 7.2. The ICA will edit SOPs and forms to incorporate the new amendment process.

8. Housekeeping Items

- 8.1. Next meeting is scheduled for Thursday, September 25, 2014, 11:30-1:00, NBACC Building.

9. Adjourn

The meeting was adjourned at 12:20pm.