



## Meeting Minutes

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|---|------------------------------|--|
|   |                              |  |
| <b>Meeting Subject/Title:</b> Institutional Biosafety Committee |                              |  |
| <b>Date:</b> December 30, 2009                                  | <b>Time:</b> 12:00 -1:25p.m. | <b>Location:</b> Thomas Johnson Drive, Carroll Creek Conference Room |

|                              |    |
|------------------------------|----|
| <b>Members Present:</b>      |    |
| PL – Vice Chair              | JS |
| LH                           | DL |
| TH                           |    |
|                              |    |
| <b>Members Absent:</b>       |    |
| JG – Chair                   |    |
| <b>Guests Present:</b>       |    |
| JF – Program Manager for IBC |    |
| <b>Prepared By:</b> LR       |    |

### I Approval of Meeting Minutes from 11 November 2009 meeting

- A. Minutes from the 11 November 2009 meeting were approved and seconded, with three typographical errors corrected.
- B. Vice Chair noted that the IBC PM is present for today’s meeting.

### II Old Business

- A. OBA Registration Status Update:
  - 1. Discussion regarding registration. Vice Chair will query the OBA.
- B. Non-affiliated Committee Member update:
  - 1. One outside member has agreed; a subcontract will be established.
  - 2. Discussion regarding DHS suitability requirements for outside members. Vice Chair will speak with NBACC Security Officer.

**C.** Document Status reports:

1. SOP 81.001 – IBC Operation and Review
  - a. Comments from members will be incorporated
  - b. Agreement that approval signature will be on the form itself
  - c. Agreement that PI memos will be sent back and forth with comments
2. SOP 81.002 – IBC Submission
  - a. Comments from members will be incorporated
3. SOP 81.001.F01 – IBC Submission Form
  - a. Comments from members will be incorporated
  - b. Discussion/explanation of changes made to form
  - c. After changes, this form should be ready for submission to PIs

**III** New Business

- A.** Review of first IBC application will be discussed at January meeting; risk assessments should be completed by then.
- B.** Vice Chair has received several other submissions. Discussion of whether committee will review ALL projects.
- C.** Vice Chair will forward SOPs and forms for approvals. Once approved, the documents will be sent to PIs.

Meeting was adjourned at 1:25 pm