



Meeting Minutes

Meeting Subject/Title: Institutional Biosafety Committee		
Date: January 27, 2010	Time: 12:00 -1:30 pm	Location: Thomas Johnson Drive, Carroll Creek Conference Room

Members Present:	
PL – Vice Chair	LP
LH	DL
TH	JG – Chair (via telephone)
Members Absent:	
JS	
Guests Present:	
Prepared By: LR	

I Meeting called to order by Vice Chair

- A. Welcome to new outside member and short introductions

II Approval of Meeting Minutes from 30 December 2009 meeting

- A. Minutes from the 30 December 2009 meeting were approved and seconded, with minor typographical errors corrected.

III Old Business

- A. Package to register IBC with NIH Office of Biotechnology Activities (OBA) is ready for signature and submission. This includes a cover letter, a membership roster, and biosketches for each member.

- B. Non-affiliated Committee Member update:
 1. Second non-affiliated member signed subcontract.

2. The process of obtaining DHS suitability will be initiated for both non-affiliated members.
3. Waiting for reply from a potential third non-affiliated member.

C. Document Status report:

1. All SOPs (81-001 and 81-002) are approved by committee; will be forwarded to Quality Assurance Manager, then Laboratory Director for final approvals.

IV New Business

A. Project Review of IBCFY1004 (T1003) Yersinia Diversity Assessment B

a. Phase I of project is exempt from IBC review under Section III-F-5 of the NIH guidelines.

b. Phases II-IV of this application are approved for execution in BSL-2 under Sections IIID. 1 and IIID.2 pending documentation of approval by USAMRIID's IBC and the correction of a typographical error in the application.

B. Discussion regarding the awareness of the IBC for recombinant strains obtained from outside sources.

1. Chair and/or Vice Chair will bring up this issue with Leadership Team

C. Discussion :

1. Risk Assessment portion of rDNA Application (81-001.F01) will be edited.
2. NIH Handout regarding PI responsibilities will be handed out during training for PIs. This training will occur once SOPs are approved.

D. Next Meeting – will be scheduled for 3rd or 4th Wednesday of February.

Meeting was adjourned at 1:25 pm