



INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

July 28, 2011
NBACC
1st Floor Conference Room
11:30 am - 1:00 pm

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

1. Call to Order

1.1. Meeting was called to order by Chair at 11:35 AM.

2. Roll Call

2.1. New members were introduced, roll call was taken and a quorum was verified.

3. Approval of Meeting Minutes

3.1. Minutes from the April 28, 2011 meeting were unanimously approved.

4. Ongoing Business

4.1. NBACC Emergency Response SOPs review by IBC

- 20-032 Medical Management Plan
 - Approved with the minor edits that were previously incorporated.
- 20-034 Biosafety Plan (FOUO)
 - Motion made to approve; document approved by committee with minor revisions that will be provided to the Process Owner.
- 53-013 Incident Response Plan
 - The Process Owner requested language suggestions for certain sections of this SOP; the committee discussed and language will be provided back to the Process owner.

4.2. Update on SOPs and Forms

- All forms are approved in Documentum.
- SOPs will be edited based upon feedback from this meeting.
- The committee agreed to use the draft termination form that was developed. The form will be finalized and all SOPs will be updated to reflect the new process.

4.3. Discussion of periodic registration reviews

4.3.1. The subcommittee presented their suggestions for the periodic review of registrations. It was agreed that:

- Periodic reviews will occur every two years.
- At least one member of the IBC will meet with the Principal Investigator (PI) and/or research technician to discuss the work being performed.
- The IBC member will fill out a checklist during the discussion and submit to the Institutional Committee Administrator (ICA) upon completion.
- The Chair will communicate the results of the periodic review to the PI.

4.3.2. The ICA will edit the SOPs to reflect these changes and new processes.

4.3.3. The ICA will develop the Periodic Review Checklist for use with this process.

5. New Business

5.1. No new IBC Registrations submitted for review.

6. Training

6.1. J.G. gave a refresher training of Major Actions.

6.2. Future IBC training for PIs and technical research staff was discussed and will be developed.

7. Housekeeping Items

7.1. The committee was provided with the new IBC email address, ibc@nbacc.dhs.gov, and was advised of the new meeting request that will be sent to them from this calendar.

8. Incidents

8.1. No incidents have been reported.

9. Adjourn

9.1. Meeting adjourned at 1:03 pm.