



## INSTITUTIONAL BIOSAFETY COMMITTEE Meeting Minutes

**May 27, 2010**  
**Thomas Johnson Drive,**  
**Carroll Creek Conference Center**  
**11:45 am – 1:05 pm**

<b>Members Present:</b>	
<b>J. G.</b>	<b>L. H.</b>
<b>P. L.</b>	<b>L. P.</b>
<b>D. L.</b>	<b>B. C.</b>
<b>J. S.</b>	<b>M.W. (Introduction and Old Business only)</b>
<b>Members Absent: C.D.</b>	
<b>Guests Present: T.H.</b>	
<b>Prepared By: L.R.</b>	

### 1. Call to Order

- 1.1 After minor edits, Meeting Minutes from 22 April 2010 were unanimously approved (motion by B.C. and seconded (P.L.)).
- 1.2 Introduction and welcome of M.W., NBACC Institutional Committee Administrator.

### 2. Old Business

- 2.1 SOP and Form Updates
  - 2.1.1 SOP 81-001 and SOP 81-002 are being edited to include reference to the new forms (see below). The revised SOPs will be submitted for voting approval in equationASP.
  - 2.1.2 SOP 81-001.F01 rDNA Application will be modified to include line numbers for ease of discussion and editing.

- 2.1.3 SOP 81-001.F03 Personnel Training and Qualification Form is approved and will be released to the PIs via equationASP once the references the SOPs are revised.
- 2.2 Please forward any suggestions for notification of /training on the new form to the Chair.
- 2.3 Discussion regarding how to distribute documents electronically to non-affiliated members using personal computers. (Resolution: Documents will be delivered in hard copy.)
- 2.4 Training Opportunities
  - 2.4.1 DC Regional Recombinant DNA Workshop on June 11, 2010. Four attendees are scheduled to attend. Please advise Chair as soon as possible if you would also like to attend.
  - 2.4.2 The 3 I's: Learning through Collaboration, Connection and Community: Advancing Bioscience and Security, Tempe, AZ. Chair attended and presented a short overview of conference. Copies of the conference slides are available from the Chair.
- 2.5 Additional thoughts on notification of Repository activity to IBC:
  - 2.5.1 Link IBC protocol number to recombinant organism in repository database. Chair has discussed this option with NBACC Repository Manager.
  - 2.5.2 Need to ensure the process is streamlined to not prohibit work from moving forward.

### 3. New Business

- 3.1 Review and discussion of IBC FY1005 Positive Controls for RealTime PCR.  
**(Note: This was a training exercise. Exempt protocols will not require full review in the future.)**
  - 3.1.1 Discussion led by Vice Chair considers this protocol to be exempt feels that by approving it, the IBC will be setting a precedent for Full Committee Review of all exempt protocols.
  - 3.1.2 Reviewers (P.L. and D.L.) provided overview and led the discussion.
  - 3.1.3 Committee agreed that project was exempt.
  - 3.1.4 Application will be modified to broaden scope to avoid multiple submissions in the future for similar work.
  - 3.1.5 Vice Chair will review and sign to indicate the project is exempt.

### 3.2 Lessons Learned

- 3.2.1 SOP 81-001.F01 will be modified to include a signature block to indicate the project is exempt.
- 3.2.2 Suggestion was made to transmit a completed application to PIs as a sample of properly completed application form.
- 3.2.3 Discussions regarding what application documents need to be kept by the IBC. Topic will be revisited at the next meeting.

### 3.3 Protocols for Review in the Future

- 3.3.1 A few protocols are expected in the next few months.

### 3.4 New IBC Member

- 3.4.1 Chair will identify a replacement IBC Member for T.H., who is no longer employed by NBACC.

### 3.5 Short discussion regarding acquiring organisms from commercial vendors.

## 4.0 Adjournment

- 4.1 Meeting adjourned at 1:05 pm.