



Meeting Minutes

Meeting Subject/Title: Institutional Biosafety Committee		
Date: October 15, 2009	Time: 12:00 -1:40p.m.	Location: Thomas Johnson Drive, Carroll Creek Conference Room

Members Present:	
JG – Chair	JS
LH	
PL	
TH	
Members Absent:	
DL	
Prepared By: JG and LR	

I Approval of Meeting Minutes from 14 September 2009 meeting

- A. After correction of three minor typos, minutes from the 14 September 2009 meeting were approved.

II Old Business

- A. OBA Registration Update:
 - 1. Waiting for selection and assignment of non-affiliated members and receipt of biosketches prior to submission to the OBA.
- B. Non-affiliated Committee Member update:
 - a. Three letters to potential non-affiliated members have been sent; waiting for replies and/or suggestions of new potential members.
 - b. Committee will continue to stand up and establish processes while non-affiliated members are being identified prior to registration with OBA.
 - c. The goal will be to have three non-affiliated members (instead of minimum of two) for “insurance” against losing one for various reasons.

- C. Review of Draft Documents:
1. Charter:
 - a. Many of the responsibilities and details in the original draft were placed in the SOP to avoid redundancy.
 - b. DHS Management Directive 066-02 was referenced
 - c. After minor edits, suggested in discussion, motion to Approve Charter and send forward to approval at NBACC.
 2. SOP:
 - a. Edits from the discussion will be incorporated.
 - b. DHS Management Directive 066-02 was referenced
 - c. Please send any other comments to the Chair
 3. Project Submission Form: Members will send comments via email.

III New Business

- A. PL has been designated Vice-Chair of the IBC.
- B. We are looking at electronic submission software.
- C. We are still seeking in-house training.
- D. September 2009 Guidelines have been released, everyone has them.
- E. Next meeting date-set for approximately one month

Meeting was adjourned at 1:40 pm