

INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

September 28, 2023
1st Floor Conference Room & MS Teams Teleconference
11:30 am - 1:00 pm



Attendance:

IBC Member/Staff	Affiliation/Role	Present	Absent
B.J.	IBC Chair	X	
J.C.O.	Biological Safety Officer/Vice Chair	X	
A.H.	Veterinarian	X	
H.Z.	Veterinarian	X	
B.S.	Microbiologist	X	
K.C.	Molecular Biologist, Virologist	X	
L.A.	Molecular Biologist, Virologist	X	
G.H.	Bacteriologist / Technician Representative	X	
A.E.	Bacteriologist / Technician Representative	X	
B.H.	Nonaffiliated Member	X	
B.C.	Nonaffiliated Member	X	
L.H.	Nonaffiliated Member	X	
B.T.	Alternate, Biological Safety Officer		X
J.L.B.	IBC Staff	X	
M.R.	IBC Staff	X	

Guests in Attendance: C.L.

1. Call to Order

1.1 B.J. called the meeting to order at 11:35 a.m.

2. Roll Call

2.1 A quorum was verified, and new member, H.Z., and guest, C.L., were introduced.

3. Approval of Meeting Minutes

3.1 The July 27, 2023, meeting minutes were reviewed and unanimously approved via email on August 1, 2023. These have been approved through sensitivity review and have been published on BNBI's website.

4. Ongoing Business

4.1 N/A

5. New Business

5.1 The committee reviewed a significant amendment for IBC-23-0087. The PI gave a detailed presentation and summary of the project and answered the committee's questions. B.H.

made a motion to approve the registration. B.C. seconded the motion, and the committee approved it with one abstention.

- 5.2. The IBC Chair updated the committee on an amendment for IBC-23-0086, which was approved via administrative review on August 10, 2023.
- 5.3. The RCM updated the committee that a request for a more user-friendly IBC Registration form has been made by PIs. The request was for the form to be changed from a PDF to a Word document to more easily track changes for the multiple revisions that the form has to go through and so amendments can be incorporated with the existing registration. A subcommittee has been formed consisting of IBC members and PIs who regulatory use the form. Regulatory Compliance Staff (RCS) converted the form from a PDF to a Word document and the subcommittee met to discuss other changes, including content changes, that could be made. A first round of edits will be made, and the subcommittee will meet again in a few weeks to go over the edits. Once the form has been completely drafted, it will go to the entire IBC for review. The RCS expect this project to take 5-6 months to complete.
- 5.4. The IBC Chair updated the committee that a Continuing Review was conducted for IBC-21-0069 on September 26, 2023. A request was made by reviewers to update personnel on the registration. There were no issues or concerns from the reviewers. The committee had no suggestions or questions.
- 5.5. The IBC Chair updated the committee that etiologic agent registration #291 was updated.

6. Training – N/A

7. Action Items

- 7.1. N/A

8. Housekeeping Items

- 8.1. The next meeting is scheduled for Thursday, October 26, 2023, from 11:30 am - 1:00 pm in the NBACC Building and Teams Teleconference.
- 8.2. Reminder: IBC Charge Code is OV01.220.002.

9. Adjourn

- 9.1 The meeting was adjourned at 11:50 am.

This work was funded under Agreement No. HSHQDC-15-C-00064 awarded to Battelle National Biodefense Institute by the Department of Homeland Security (DHS) Science and Technology (S&T) Directorate for the management and operation of the National Biodefense Analysis and Countermeasures Center (NBACC), a Federally Funded Research and Development Center. The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of DHS or the U.S. Government. The DHS does not endorse any products or commercial services mentioned in this presentation. In no event shall the DHS, BNBI or NBACC have any responsibility or liability for any use, misuse, inability to use, or reliance upon the information contained herein. **In addition, no warranty of fitness for a particular purpose, merchantability, accuracy or adequacy is provided regarding the contents of this document.**

All research was conducted in compliance with the Animal Welfare Act and other federal statutes and regulations relating to animals and experiments involving animals and adheres to principles stated in the Guide for the Care and Use of Laboratory Animals and approved by both the NBACC Institutional Animal Care and Use Committee and, when applicable, the DHS Compliance and Assurance Program Office. The facility where this research was conducted is fully accredited by AAALAC International and maintains a Public Health Service (PHS) Humane Care and Use of Laboratory Animals (Policy) assurance.