

INSTITUTIONAL BIOSAFETY COMMITTEE
Meeting Minutes

November 22, 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:

1. Call to Order

1.1 B.J. called the meeting to order at 11:34 a.m.

2. Roll Call

2.1 A quorum was verified.

3. Approval of Meeting Minutes

3.1. The September 28, 2023, meeting minutes were reviewed and unanimously approved via email on October 10, 2023. They are currently going through sensitivity review.

4. Ongoing Business

4.1 The Regulatory Compliance Manager notified the IBC that the subcommittee has met to discuss and review the new IBC registration form. One member on the subcommittee had a significant number of edits and comments, so the Regulatory Compliance Staff, the Chair, and the staff member met to discuss the edits and questions. A round of edits has been made and the subcommittee will meet again to discuss the revised form. Once the subcommittee completes the revisions to the form, it will be brought back to the full committee for review.

5. New Business

- 5.1. The committee reviewed a newly submitted registration, IBC-23-0090. B.H. had questions regarding the efficacy of the disinfectant against the organism to be used. The Biological Safety Officer, J.C.O., was present and explained that disinfection procedures relevant to the proposed work were reviewed during the biosafety and biosecurity risk assessment process, and it was agreed to be effective and consistent with existing NBACC SOPs. L.A. looked up the vendor's disinfectant efficacy claims and shared them with the group. The member questioned if the committee is okay with using other companies' data and testing to determine what disinfectants should be used. After further discussion, all committee members were satisfied with the listed disinfectant methods. A.H. made a motion to approve the registration. L.A. seconded the motion, and the committee unanimously approved the registration.
- 5.2. The committee reviewed a significant amendment for IBC-23-0087. A staff member, who works on the registration, gave a detailed presentation and summary of the proposed additions to the project, and answered the committee's questions. B.C. made a motion to approve the registration. B.H. seconded the motion, and the committee approved it with one abstention.
- 5.3. The IBC Chair updated the committee on four amendments. IBC-22-0083 and IBC-20-0054 were both approved via DMR on November 15, 2023, and November 16, 2023, respectively. IBC-19-0088 and IBC-19-0049 were both approved via administrative review on October 10, 2023, and October 23, 2023, respectively.
- 5.4. The IBC Chair updated the committee on registration IBC-17-0033 that was closed on November 13, 2023.
- 5.5. There was one new Etiologic Agent Registration (#365) that was received and distributed to the committee for their information. The committee had no questions.

6. Training – N/A

7. Action Items

- 7.1. N/A

8. Housekeeping Items

- 8.1. The next meeting is scheduled for Thursday, December 28, 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 11:58 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

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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.