

INSTITUTIONAL BIOSAFETY COMMITTEE

Meeting Minutes

April 25, 2024
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	
H.Z.	Veterinarian	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	
T.M.	Plant Expert	X	
B.H.	Nonaffiliated Member		X
B.C.	Nonaffiliated Member	X	
M.B.	Nonaffiliated Member	X	
K.K.	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.E.

1. Call to Order

1.1 B.J. called the meeting to order at 11:36 am.

2. Roll Call

2.1 A quorum was verified. Two new community members and one new member were introduced.

3. Approval of Meeting Minutes

3.1. N/A

4. Ongoing Business

4.1. The Regulatory Compliance Specialist (RCS) updated the committee on the progress of the IBC rDNA Registration Form Subcommittee. In September of 2023, a Principal Investigator (PI) requested a more user-friendly IBC Registration. A subcommittee was formed consisting of IBC members and PIs who regularly use the form. The subcommittee has met twice and discussed ways to make the form more user-friendly. One idea is to create a separate exempt registration document designed to help PIs identify if recombinant/synthetic work qualifies as

“Exempt” under the NIH Guidelines. Once the form has been completely drafted, it will go to the entire IBC for review. The Chair asked the committee if they had any questions or concerns. One community member agreed this document would be user friendly. Once the form has been completely drafted, it will go to the entire IBC for review.

5. New Business

- 5.1. The IBC Chair updated the committee on three amendments. IBC-19-0049 was approved via designated member review on February 23, 2024. IBC-22-0078 and IBC-21-0071 were approved via administrative review on April 12, 2024, and April 24, 2024, respectively.
- 5.2. The IBC Chair updated the committee that a Continuing Review was conducted for IBC-21-0071 on April 9, 2024. A request was made by reviewers to update personnel and rooms on the registration. There were no issues or concerns from the reviewers. The committee had no suggestions or questions.
- 5.3. The IBC Chair updated the committee on registrations IBC-21-0072 and IBC-20-0053 that were closed February 22, 2024, and March 5, 2024.
- 5.4. The Regulatory Compliance Manager (RCM) informed the committee that the Battelle National Biodefense Institute (BNBI) IBC NIH registration, submitted in February, was approved on April 11, 2024. The RCM reminded the committee it is required to submit a new registration annually or when there are changes in membership. The committee did not have any questions or comments.

6. Training

- 6.1. B.J. delivered a presentation on exempt experiments in accordance with the NIH Guidelines and the process at NBACC. Following the presentation, the committee engaged in a discussion and had the opportunity to ask questions.

7. Action Items

- 7.1. N/A

8. Housekeeping Items

- 8.1. The next meeting is scheduled for Thursday, May 23, 2024, 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 12:16 pm.

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.