

# 05/02/2024 Meeting Agenda - Meeting Minutes

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Status: DRAFT

Owner: Lance Coey

Modified: Lance Coey on May 7, 2024

## IBC Meeting Attendees

- Joanne Sohn
- Douglas Durrant
- Wei-Jen Lin
- Anna Soper
- Robert Denman
- Jasmine Hyland
- Donna Lee
- Andrew Steele
- Erin Questad
- Erick Guandique
- Terry Williams
- Lance Coey

## Meeting Details

Meeting Title: Spring 2024 Biannual IBC Meeting

Date of meeting: May 2, 2024

Time of meeting: 11:00AM

Location: Virtual (Zoom Meeting)

Description: Normal Biannual Meeting

## BUAs to Review

## Announcements

BSL2 inspections were conducted for Drs. Steele and Durrant labs since the Fall 2023 IBC Biannual Meeting. Lance is working with the PIs to address findings and recommendations.

## Discussion Items

### 1. Approve Minutes from Previous Meeting

1. Motion: **Andrew Steele** Second: **Joanne Sohn** Vote: **8 votes in favor, 1 vote absent- Motion to approve the minutes from the previous meeting passes with a majority vote.**

### 2. New Membership: Erin Questad Discussion and Vote

1. Motion: **Lance Coey** Second: **Wei-Jen Lin** Vote: **8 votes in favor, 1 vote absent- Motion to add Erin Questad to the IBC as a voting member passes with a majority vote.**

1. **Discussion Notes: Lance Coey requested to add Dr. Questad to the IBC membership due to her expertise in field research and her departmental chair representation.**

### 3. IBC Charge Discussion and Vote

1. Motion: **N/A** Second: **N/A** Vote: **IBC members agreed to table the vote to allow for a longer review period. An electronic vote will be conducted following this review period.**

1. **Discussion Notes: The revised IBC charge was presented to the IBC members for review. The document will be shared with the members for review and comments. Once a final draft is completed, it will be presented to the VP of Administration Affairs and VP Faculty Affairs for co-sponsorship. IBC members suggested revising the wording to "animal expert" instead of DVM.**

1. **Action Item: Lance will send a copy of the IBC charge for member review. Deadline to add comments and request edits will be 5/24/2024.**

### 4. CPP Biosafety Manual Discussion and Vote

1. Motion: **N/A** Second: **N/A** Vote: **IBC members agreed to table the vote to allow for a longer review period. An electronic vote will be conducted following this review period.**

1. **Discussion Notes: The newly created Biosafety Manual was presented to the IBC members for review and feedback. The goal is to create a campus biosafety manual that can be adopted by faculty members. The manual will be complementary to the BUA protocol and SOPs developed by**

the lab. IBC members discussed how to keep track of training records for students and suggested adding the following to the manual:

1. **Chemical and gas sterilization procedures;**
2. **Plant safety section;**
3. **Arthropod safety section**
4. **And a reproductive protection section**
  1. **Action Item: Lance will provide a shared copy of the biosafety manual for member review. Deadline to add comments and request edits will be 6/7/2024.**

5. IBC Member Training

1. **Lance provided an overview of the NIH guidelines for the IBC members that explained the roles and responsibilities of the institution, IBC members, and researchers and gave an overview of the risk assessment process.**
2. **Lance and Erick will provide a follow up training in Section III of the NIH guidelines.**

6. Open Discussion

1. **No items were brought up for open discussion.**

**Meeting adjourned at 12:10PM**

## Information Items

Add Information Items

## BSL3 Laboratory Information

Add Lab Information

## IBC Training

IBC Member Training Presentation- explains the NIH guidelines for research involving recombinant DNA and synthetic nucleic acids, detailing the roles and responsibilities of the IBC, Biosafety Officers, and researchers. It includes a historical overview, regulatory oversight, biosafety levels, risk assessments, and the obligations of institutions to maintain safe and ethical research practices.

## Notifications

Add Notifications

## Attachments

Attach documents