

## IBC COMMITTEE MINUTES

April 23, 2024

Virtual, 9:00 a.m.

### MEMBERS PRESENT

#### Primary:

	Name	College
X	**Cassandra (Dawn) Pauling	r/sNA molecules, Biosafety, Animal Containment
X	Selene Nikaido	r/sNA molecules, Plant Expert
X	Deb Hudman	Community Representative/Non-Affiliate
X	Rachelle Beattie	Community Representative/Non-Affiliate
X	Cori Brown	Laboratory Staff Representative
X	William Kirby	Laboratory Staff Representative
	Philip Bridgmon	UCM Institutional Official (ex-officio)
X	**Kathy Schnakenberg	UCM Research Compliance Officer-Biosafety Adm (ex-officio)

\*\*RCR Training Complete

### MEMBERS ABSENT:

**MINUTE TAKER:** Kathy Schnakenberg

### MINUTES

The minutes of \_\_\_\_\_ were approved with/without revision. Motion to approved made by \_\_\_\_\_ second-\_\_\_\_\_

### PROTOCOLS APPROVED FOLLOWING REVISION

PI Name	Project Title	Date	Action

### Business Items

Topic	Discussion	Action	Vote
Introductions	Each committee member introduced themselves and stated their experience.	N/A	

Protocol Registration	<ul style="list-style-type: none"> <li>-Cori recommended some minor grammatical changes.</li> <li>-Add protocol # and approval date.</li> <li>-Discussed creating a DOR form for the IBC so there will be a record of exempt research.</li> <li>-Dawn will create a list of exempt-non-pathogens that can be used for guidance, and it can be put on website.</li> </ul>	<ul style="list-style-type: none"> <li>-Dawn updated form with corrections and additions.</li> <li>-Dawn will work with Kathy on creating a DOR form.</li> </ul>	
Laboratory Inspection	<ul style="list-style-type: none"> <li>-Deb ask if the inspections will be planned or a surprise to PI.</li> </ul>	<ul style="list-style-type: none"> <li>-Dawn explained the lab will be inspected prior to research starting and every 6 months after that.</li> </ul>	
Risk Assessment	<ul style="list-style-type: none"> <li>-Dawn explained the assessment provided was for a specific pathogen but the PI will be required to submit a risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>-Dawn asked for any questions regarding any of the forms.</li> <li>-With no more questions, Dawn requested one motion to approve all forms.</li> </ul>	<ul style="list-style-type: none"> <li>-Dawn made a motion to approve the protocol registration, laboratory inspection, and risk assessment documents.</li> <li>-Seconded by Selene</li> <li>-Vote to approve 6/0</li> </ul>
Elect Chair	<ul style="list-style-type: none"> <li>-Dawn volunteered to cheer the committee and asked if anyone else had any interest</li> </ul>	<ul style="list-style-type: none"> <li>-No one else expressed interest</li> </ul>	<ul style="list-style-type: none"> <li>-Selene made a motion to elect Dawn as chair.</li> <li>-Seconded by Deb</li> <li>-Vote to approve 6/0</li> </ul>
Co-Chair	<ul style="list-style-type: none"> <li>-Kathy explained that a co-chair was needed in the instances of protocol reviews that would involve Dawn</li> <li>-Dawn nominated Selene and stated that Cori or Will would also be knowledgeable.</li> <li>-Selene nominated Will for co-chair</li> </ul>	<ul style="list-style-type: none"> <li>-Will accepted the nomination</li> </ul>	<ul style="list-style-type: none"> <li>-Selene made the motion to elect Will</li> <li>-Seconded by Dawn</li> <li>-Vote to approve 6/0</li> </ul>
Confidentiality Agreement	<ul style="list-style-type: none"> <li>-Dawn explained that the purpose of members signing the confidentiality agreement was to ensure that researcher ideas were not misused and not to prevent the information from being public as required by the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>-No questions were asked</li> <li>-Kathy will send agreement to members to complete and return</li> </ul>	N/A
Meeting Schedule	<ul style="list-style-type: none"> <li>-Dawn discussed meeting options and the committee prefers to have a standing meeting every 6 months, with</li> </ul>	<ul style="list-style-type: none"> <li>-Deb mentioned upcoming funding and that laboratory</li> </ul>	

	adjustments as necessary, beginning in July	inspections would need to be completed first. It was determined an additional meeting was needed in June -Dawn will poll the group for the June meeting -Kathy will set up standing meetings for July and January 2025	
CITI Training	-Dawn explained the CITI training required to service on the committee -Kathy explained that she is working with CITI to consolidate modules.	-Kathy will send out training link once it is finalized. -Training will need to be completed prior to the June meeting in order to conduct business	
OHSP Exams	-Kathy explained that faculty or staff working in the laboratory setting would need to complete the OHSP exam. She explained that it is paid for by the Biology department and the process.	-Kathy will send the internal committee members the forms and information for the exam process.	

**PROTOCOLS REVIEWED BY COMMITTEE**

PI Name and Title of Protocol:

Contact Information:

**Initial Review/ Continuing Review****Summary of Protocol:****Specific Agent:****Associated risks:****Containment process and levels:****Involvement of r/sNA molecules:****Conflicts of Interest:****PI Biosafety Training:****Discussion** [for each, indicate if controverted and resolution if controverted]

Issue 1:

Issue 2:

Issue 3:

**Documentation of Findings**

**Motion**

**Second**

Description of Motion:

Vote (For, Against, Abstain): Motion Passed/Failed 0-0-0, Total Voting = 0

Meeting adjourned at 9:42 am