

IBC Meeting Minutes – Committee Formation

November 7, 2022

1:00 – 2:00 pm, Southern Writers' Room (Room 440) in UTC Library, and via ZOOM

I. Call to Order – 1:07 PM

II. Roll Call

1. Members: Ben Stein, Bradley Harris, Pamela Riggs-Gelasco, Henry “Rardy” Spratt, Jose Barbosa, Davy Giles, Michael Dabney, Jennifer Cunningham, Cheryl Murphy
2. Ex officio: David Deardorff, Bob Jackson, Alexa McClellan
3. Absent: Peggy Kovach, Darrell McGraw

III. New Business

1. Update on NIH registration process:
 - a) Reminder that biosketches need to be submitted for all members.
 - b) Reminder that all members must complete IBC Member Course in CITI prior to reviewing registrations. Will take about 3 hours.
2. Review and adoption of bylaws:
 - a) Committee reviewed *Attachment A: UTC IBC Charter and Bylaws DRAFT 110222* document and discussed highlighted sections. Minor revisions were made based on committee member feedback and suggestions.
 - b) Mission/Scope – p 1. Clarified that the committee’s scope of oversight includes only UTC-owned or leased facilities (e.g., laboratories, classrooms), greenhouses, and agricultural land. Projects involving biohazards that are conducted by UTC personnel at facilities not owned or leased by UTC will be subject to oversight by the owners of that facility. IBC expects to be notified of these projects, but is only responsible for oversight of biohazardous activities at campus facilities.
 - c) **Motion to approve *Attachment A: UTC IBC Charter and Bylaws DRAFT 110222* inclusive of revisions discussed during meeting: Rardy Spratt**
2nd - Michael Dabney
All in favor: 10
Opposed: 0
Abstentions: 0
3. Charge to committee - the committee was commissioned with the authority to oversee the safe and responsible use of biological hazards in UTC facilities for purposes of research, teaching, and diagnostic testing by the Designated Official (David Deardorff).
4. Review and adoption of training requirements—The committee reviewed the courses and modules listed in *Attachment B: IBC Training Requirements 110322*.

- a. For IBC members (IBC Member Training, shaded yellow): **Motion to approve as documented in Attachment B: IBC Training Requirements 110322: Michael Dabney**

2nd: Rardy Spratt

All in favor: 10

Opposed: 0

Abstentions: 0

- b. For PIs and co-investigators (standard Biosafety Training, shaded blue)
1. The committee decided it would not be useful to add in the NIH Guidelines module into core course for everyone.
 2. Animal Biosafety course and OSHA Bloodborne Pathogens training will be required if applicable to registration, as determined by IBC.
 3. **Motion to approve mandatory biosafety training for PIs and co-investigators, and OSHA training and animal safety if applicable, as documented in Attachment B: IBC Training Requirements 110322: Ben Stein**

2nd: Cheryl Murphy

All in favor: 10

Opposed: 0

Abstentions: 0

- c. The committee discussed the need for tiered training for students depending on their role. The IBC will set minimum requirements, but the instructor/PI will always be able to add in additional requirements for their students as applicable. The IBC also reserves the right to require additional courses if applicable.
1. For laboratory staff and student research assistants (standard Biosafety Training, shaded blue)
 2. For students working with biohazards in lab courses that qualify for exemption from the *NIH Guidelines* (Introduction to Biosafety two-module course, shaded green): **Motion to approve training levels for students as listed above and in Attachment B: IBC Training Requirements 110322: Rardy Spratt**

2nd: Pam Riggs-Gelasco

All in favor: 10

Opposed: 0

Abstentions: 0

5. Review and adoption of protocol registration form – Deferred to next meeting.

IV. Next Meeting – 11/21 – Southern Writers’ Room, 1 PM. ZOOM option available.

V. Adjournment – 2:00 PM