

IBC Meeting Minutes

November 21, 2022

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

I. **Call to Order** – The meeting was called to order by the IBC Chair at 1:02 pm.

II. **Roll Call**

Attendees: Jose Barbosa, Jennifer Cunningham, David Giles, Brad Harris, Peggy Kovach, Darrell McGraw, Cheryl Murphy, Pam Riggs-Gelasco, Henry “Rardy” Spratt, Ben Stein

Ex Officio: Dave Deardorff, Bob Jackson

Absent: Michael Dabney

III. **Approval of Minutes** – Rardy Spratt made a motion to approve the minutes from the November 7, 2022 meeting as drafted. Motion seconded by Jose Barbosa. Motion passed unanimously.

IV. **Old Business**

1. Update on NIH registration process – membership roster submitted 11/21/22; review by NIH is pending
2. Bylaws and training requirements have been posted on [IBC website](#)

V. **New Business**

1. Overview of IBC registration review process:
 - a) Risk assessment – does the IBC agree with the investigator’s assessment?
 - b) Containment – are physical and biological containment measures adequate given how the agent(s) will be manipulated?
 - c) Training plan – is in-person training adequate in terms of content and frequency?
2. IBC Protocol Registration Form: The committee reviewed the draft version of the form, which incorporates preliminary feedback from several members. No major revisions were suggested. A question was asked about activities that involve radioactive tracers. Such activities typically are overseen by the UTC Radiation Safety Officer. For projects that could involve generation of both radioactive and biohazardous waste, consultation between the IBC and Radiation Safety Officer may be appropriate. This will be determined on a case-by-case basis.

A check box was added to the form to enable identification of activities involving nanoparticles and biohazards. There currently are no faculty at UTC conducting this type of research, but Chemical Engineering is seeking to hire new faculty who may conduct research of this type.

A question was asked about the function of the registration form. It is a tool to facilitate review of biohazardous activities by the committee, not a replacement for the review itself. The IBC will review all registration forms, even if it is permissible for described activities to begin prior to IBC review/approval in accordance with the provisions for low-risk activities as defined in the *NIH Guidelines*.

Ben Stein made a motion to accept the IBC Protocol Registration Form as an administrative document that can be revised as needed without committee prior approval. The motion was seconded by Bob Jackson and passed unanimously.

3. Review of Standard Operating Procedures (SOPs):
 - a) SOP #1 - *Registration, Reporting, Review, and Recordkeeping Requirements*. This SOP was adapted from one used at the University of Tennessee – Knoxville. The committee discussed instances in which a federal or state-issued permit might suffice in lieu of an IBC registration form, and situations in which biohazardous field procedures could occur. Bob Jackson made a motion to accept SOP #1 as drafted. The motion was seconded by Rardy Spratt and passed unanimously.
 - b) SOP #2 – *Training Requirements*. This SOP reflects the training requirements agreed upon by the committee at the November 7, 2022 meeting. A suggestion was made to modify the CITI menu biosafety selections to make it easier for people to enroll in the correct course(s). The IBC Coordinator will work with CITI to accomplish this. Brad Harris made a motion to accept SOP #2 as drafted. The motion was seconded by Ben Stein and passed unanimously.
4. Registration submissions for Spring 2023 teaching labs – Dave Deardorff is developing an informational resource and will schedule in-person and/or Zoom meetings to answer questions and provide guidance on the registration process in coordination with department heads.
5. Initial walkthroughs of CHPH and BGES labs were conducted November 11, 2022 by Bob Jackson, Pam Riggs-Gelasco, Dave Deardorff, and Michael Dabney. Lab cleanliness, labeling of secondary containers, and safe storage of supplies were noted as areas where there is room for improvement.
6. A subcommittee was formed to develop SOPs for lab inspections and for a biohazard emergency response plan. The IBC Chair recommended that the subcommittee include IBC representatives with Environmental Health & Safety backgrounds (Bob Jackson,

Jennifer Cunningham, Darrell McGraw), laboratory supervisors (Cheryl Murphy, Michael Dabney) and any other members who are interested in assisting.

VI. Next Meeting – 12/5 – Southern Writer’s Room, 1 PM. ZOOM option available.

VII. Adjournment – Meeting was adjourned at 1:50 pm.