

From: [Judith Foster](#)
To: [Cynthia White](#); [David A Armanini](#); [Dawn Carter](#); [Gary Skuse](#); [Harman, Jennifer](#); [Jennifer Liedkie](#); [Judith Foster](#); [Kim Corbett](#); [Paul Craig](#); [Richard Doolittle](#); [Sara Knowlden](#); [Viet Le](#); [Vinay Abhyankar](#); [Wade Narrow](#)
Subject: April 1, 2019 IBC Committee Meeting Minutes
Date: Wednesday, April 03, 2019 6:15:00 AM
Attachments: [IBCProjectRegistrationFormv5.docx](#)

Attendees: Wade Narrow, Gary Skuse, Jennie Liedkie, Cindy White, Dick Doolittle, Dave Armanini, Kim Corbett, Vinay Abhyankar, Viet Le, Dawn Carter, Paul Craig, Judy Foster

From: Judith Foster

Sent: Friday, March 29, 2019 10:52 AM

To: Paul Craig <pac8612@rit.edu>; 'Sara_Knowlden@URMC.Rochester.edu' <Sara_Knowlden@URMC.Rochester.edu>; Cynthia White <cwehs@rit.edu>; David A Armanini <daaehs@rit.edu>; Dawn Carter <dxcsse@rit.edu>; Gary Skuse <grssbi@rit.edu>; Harman, Jennifer <Jennifer_Harman@URMC.Rochester.edu>; Jennifer Liedkie <jslsbia@rit.edu>; Kim Corbett <kacsbi@rit.edu>; Richard Doolittle <rldsbi@rit.edu>; Viet Le <vqlntm@rit.edu>; Vinay Abhyankar <vvabme@rit.edu>; Wade Narrow <Wade_Narrow@urmc.rochester.edu>

Subject: April 1, 2019 IBC Meeting Agenda

Time: 11 AM – Noon

Location: 075 - CBT-3157 Conference Room

Minutes:

1. Akash Patel, a RIT student, attended the meeting to discuss the pending ImagineRIT/senior project that entitles: two plasmids, one with the GFP protein and the other without any protein.

1	pcDNA3 GFP LIC cloning vector (6D) {Plasmid 30127}	pcDNA	E-coli → dh5alpha
2	pcDNA3 LIC cloning vector (6A) {Plasmid 30124}	pcDNA	E-coli → dh5alpha

The draft IBC project form is attached to this email for viewing. The committee approved the project pending completion of the IBC project form and obtaining the PI's signature on the form (Beth VanWinkle). EH&S also needs the appropriate BSL for the project. Cindy emailed the committee to get resolution on this. Cindy has inspected the lab & needs to complete the checklist.

2. March 26, 2019 meeting with GoLS – IBC improvement plans
See notes below.

3. E-mail send to school heads/dept. heads (follow-up from #1)
Dick sent out an email to the school heads/department heads concerning (Sent 3-27-2019):
 - the remaining IBC meetings for the spring 2019 semester; and
 - the current IBC project form will be reviewed/revise, to simplify it.

4. IBC Project form - Beth DeBartolo – Senior Project (plasmids)? (Cindy)
This was discussed in item #1 above (It's the same project)

5. BSL 2 placards – Irene Evans' lab (Cindy)
Placards are on Irene's lab door to avoid it being used for ImagineRIT.

Other Items Discussed:

- Dave Armanini will send an email to Ryne Raffaele about the process of signing future MTAs.
- The committee decided that all projects that include working with plasmids must go through the IBC.
 - The committee discuss that plasmids themselves are BSL1. When they are manipulated they can possibly change to a different biosafety level.

- The committee continues with the decision that all biological projects must be reviewed. **This includes both research and teaching projects.**
 - This decision is posted on the EH&S Biosafety webpage.
 - Dawn Carter will have 2 of her lab project(s) go through the IBC: plasmids and environmental samples.
- Cindy White & Sandy Connelly (GoLS) will be working on revising the current IBC project form.
- Dick will send out another email with the summer IBC meeting dates/times.
- GoLS Department meeting- Andre Hudson suggested that labs are inspected for compliance with NIH guidelines vs. lab inspections conducted per each project. Concerns were discussed that PIs may say the lab was already inspected but a new biological agent could be used that may be of concern.
 - We discussed having orders go ahead and be purchased but agents would be held in COS stockroom until projects have final IBC committee approval, which includes the lab inspection. This would need Dave Lake's input on this.
- Judy needs to schedule bi-weekly summer IBC meetings and post on the biosafety webpage (DONE)
- The committee decided that we can review BSL1 projects electronically but BSL2s will need to meet in person with a quorum to comply with NIH guidelines.
 - Judy to add this to the webpage and the RIT IBC guidelines?
- The committee talked about developing a biological agent inventory.
 - Paul Craig provided this link: <https://www.cmu.edu/ehs/Laboratory-Safety/biological-safety/biological-materials-inventory.html>
- Dawn will check with Irene Evans student to see if one of them can work on completing IBC project form(s) for Irene's project(s).
- Schedule for external members: April 1-Wade, April 15 & 29-Jennifer, May 13-Sara

Conference call phone number- Only one person can call into the phone number per each meeting.

-We can coordinate a cell phone number to call into for an alternative number so more than 1 person can call in if the situation arises.

Conference number to call into: (585) 475-4066

Judy Foster

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