

From: [Judith Foster](#)
To: [Crista Wadsworth](#); [Cynthia White](#); [David A Armanini](#); [Dawn Carter](#); [Gary Skuse](#); [Harman, Jennifer](#); [Jennifer Liedkie](#); [Judith Foster](#); [Karin Wuertz-Kozak](#); [Kim Corbett](#); [Mary-Anne Courtney](#); [Paul Craig](#); [Shannon LaJuett](#); [Viet Le](#); [Vinay Abhyankar](#); [Wade Narrow](#)
Subject: IBC Meeting Minutes - 9-27-2021
Date: Tuesday, September 28, 2021 9:51:00 AM

Attendees: Cindy White; Dave Armanini; Dawn Carter; Gary Skuse; Jennifer Harman; Jennifer Liedkie ; Karin Wuertz-Kozak; Paul Craig; Shannon LaJuett; Viet Le; Wade Narrow; Judy Foster

Meeting minutes:

1. The committee decided that the following documentation is needed to be submitted for each IBC project with the exception of the “VV” Form for viral vectors (this one is completed as needed)
 - a. IBC Project Form;
 - b. Safety SOP;
 - c. Form L; and
 - d. “VV” form has a list of HHS concerns and select agents & toxins, as needed.
 1. EH&S will post this list on the webpage Link: [Select Agents and Toxins List | Federal Select Agent Program](#))
2. Gary needs to revise the 2 U of R forms (Form L & VV) for use at RIT and submit to EH&S for posting.
3. The IBC project form is used to make changes in cell lines and changes in personnel. PI needs to use Word document version to make changes in red and it will be submitted to the IBC Chair for determination if only he/she needs to review or go back for IBC review/approval. The Chair will have to let EH&S know about the changes on the form to update the spreadsheet and if human items are involved-BBP training/hep B shots.
4. Section K of the IBC form should be updated to note a **brief summary** vs. currently notes **detailed summary**.
Question K. Please provide a **brief summary (2-3 paragraphs maximum-add this) stating the goals of your studies and describing the nature of the experiments done with each agent declared in Questions A-E. (i.e. cells, DNA, viruses, bacteria). Describe each aspect of the project including: acquisition, use/handling, storage, and disposal.**
5. Additions to the project form: Space to note the final BSL that was assigned to the project. Also, a space to document an assign number to the project upon approval. Do you want it to be the year with a number after it e.g. 2021-PIs name-#.
6. Post the “Safety” SOP template on the webpage.
7. Gary to find out the status of Jennifer Harman’s IBC letter from SRS.

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