

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 - 10-13-2021
Date: Wednesday, October 13, 2021 12:58:00 PM
Attachments: [SafetySOPTemplate_edit.docx](#)
[IBCProjectRegistrationForm_Hudson_10_12_21.doc](#)
[IBCProjectRegistrationFormv11.doc](#)

Attendees: Cynthia White; Dawn Carter; Gary Skuse; Jennifer Harman; Jennifer Liedkie; Mary-Anne Courtney; Paul Craig; Judy Foster

Meeting Minutes:

Meeting URL: <https://rit.zoom.us/j/97874685015?from=addon>
Meeting ID: 978 7468 5015

Review of Andre Hudson's project/Changes Needed by Andre:

1. Jennie Liedkie is the Department Lab Manager and needs to be corrected on pages 3 & 10 of the SOP.
2. Section K is not clear and is not providing information that is required on the newest IBC project form (**Newest one is attached above-Version 11**). Needs clarification from Andre.
3. Need clarification on what lab/rooms #s are associated with this project. Discussion included: it may be A355 and/or A365?
4. Page 11, Andre needs to change Institute Hall under "sharps" section of the page.
5. Question J.1 needs to be answered.
6. With the newest IBC form, page 1 notes what training is required. Missing this information on the form Andre submitted and is needed.
7. Gary may have additional changes in the SOP that need correcting. Gary, if it is needed in the template, please inform Judy also of the changes.
- 8. Members please provide all comments on Andre's project form/SOP so Gary can meet with Andre to get corrections made. Additional comments may need to be given to Andre that were not included in these notes.**

Additional Items:

- Judy to add a signature page to the end of the Safety SOP template and repost on the Biosafety webpage.
- Judy to correct the template that MSDSONline is the where (M)SDSs are found not binders/notebooks.
- Judy to change page 11, correct IH designation (Sharps section).

-----Original Appointment-----

From: Judith Foster

Sent: Wednesday, August 25, 2021 11:40 AM

To: Judith Foster; Crista Wadsworth; Cynthia White; David A Armanini; Dawn Carter; Gary Skuse; Harman, Jennifer; Jennifer Liedkie; Karin Wuertz-Kozak; Kim Corbett; Mary-Anne Courtney; Paul Craig; Shannon LaJuett; Viet Le; Vinay Abhyankar; Wade Narrow

Subject: IBC Meetings

When: Wednesday, October 13, 2021 9:00 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: <https://rit.zoom.us/j/97874685015?from=addon>



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Judith Foster is inviting you to a scheduled Zoom meeting.

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65.39.152.160 (Canada Vancouver)

Meeting ID: 978 7468 5015

SIP: 97874685015@zoomcrc.com

Judy Foster, CIH CSP

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