

**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:** IBC Meeting Minutes - April 29, 2019  
**Date:** Tuesday, April 30, 2019 8:32:04 AM  
**Attachments:** [IBCProjectRegistration Wright Schrlau V2.doc](#)

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Attendees: Dick Doolittle, Gary Skuse, Jennifer Harman, Cindy White, Jennie Liedkie, Kim Corbett, Vinay Abhyankar, Judy Foster, Paul Craig, Dawn Carter

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**From:** Judith Foster

**Sent:** Monday, April 29, 2019 5:43 AM

**To:** Paul Craig <pac8612@rit.edu>; 'Sara\_Knowlden@URMC.Rochester.edu' <Sara\_Knowlden@URMC.Rochester.edu>; Cynthia White <clwehs@rit.edu>; David A Armanini <daae@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>; Torri Matthews <tmatthews11@monroecc.edu>; Viet Le <vqlntm@rit.edu>; Vinay Abhyankar <vvabme@rit.edu>

**Cc:** Wade\_Narrow@urmc.rochester.edu

**Subject:** IBC Meeting April 29, 2019

075 - CBT-3157 Conference Room  
11-Noon

**Agenda:**

1. Review of Wright/Schrlau's IBC project form
  - Project was approved pending the following items are followed through (Cindy will be sending out an email about this):
    - Ensure everyone involved with the project have taken gas cylinder and bloodborne pathogens training;
    - Correct typo on page 2: BLS →BSL
    - Inform IBC how the cells will be disposed of; and
    - Ensure PIs have a written SOP to includes: acquisition of the cells, use/handling, storage, & disposal procedures.
  
2. June 20<sup>th</sup>, there will be a meeting
  - a. Julie Thomas / Mary-Anne Courtney will be attending to discuss rDNA/what should be reviewed by the IBC.
  - There will not be enough IBC members present to have Julie/Mary-Anne come on June 20<sup>th</sup>. Judy will reschedule for August 22<sup>nd</sup> from 11-12 & send meeting notice to guests & the committee.
  
3. Status of Julie Thomas/Irene Evans IBC projects?
  - Julie Thomas' project: Dick need to send the final IBC project approval letter
  - Irene Evans-Cindy will recheck her email about the disposal plans for the gadolinium/what about the disposal of the cells?

4. Status of confocal microscopy lab review (signage)- GOS Room A365
  - Cindy gave the proper signage to: Hyla Sweet
  - The placard has not been posted as on 4/30/2019
  
5. IBC project form update (Cindy/Sandi Connelly)?
  - Cindy will email Sandi about the status of redoing the project form
  
6. Email sent to deans/etc. about summer meetings-Dick?
  - Dick sent an email to the affected colleges about summer IBC meetings: COS, KGCOE, CHST, and Jamie Winebrake
  - There is a CHST meeting today. Dick will announce PIs need to get summer IBC project forms in and there are schedules summer meeting hours for the committee.
  
7. Summer 2019 –IBC Meetings Dates: **May 23; June 6 and 20; July 11 and 25; August 8 and 15, 2019** Time: 11 AM - Noon Location: 075 - CBT-3157 Conference Room
  - The committee will be informed if any of these meetings are needed.

### **New Business**

1. Michelle Horan, from Biomedical Engineering, will be leaving RIT. The department will be looking for a replacement.
  
2. Dick mentioned he has been serving as the committee's "Acting Chair." Any volunteers to take on this position? Let Dick know if you or know of someone who would be interested.

**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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