

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](#)
Cc: [Lea Michel](#)
Subject: IBC Meeting Minutes - Sept. 15, 2021 9-10 AM
Date: Thursday, September 16, 2021 7:32:00 AM

Attendees: Cynthia White; Dawn Carter; Gary Skuse; Jennifer Harman; Jennifer Liedkie; Karin Wuertz-Kozak; Kim Corbett; Judy Foster

Additional attendee: Lea Michel

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Meeting agenda:

1. Lea Michel project /documents (attached)
 - Page 1- SOP is completed so Lea needs to update the IBC project form from “In Progress” to “YES”, ensure everyone takes BBP training and hep B paperwork (Judy Foster will send a separate email)
 - Fill in Section K of the project form. A brief description only.
 - What vector is being used?
 - Provisional approval is granted. Send updated form after changes are made. Project can start once the updated form is submitted, lab certification is done, hep B paperwork is submitted and the BSC is certified.
2. Discuss Karin’s IBC project/final changes (updated documents attached)
 - Project is approved and Gary will sign the IBC project form and send out the IBC project approval letter
3. Waiting on Ke Du updated IBC project form, few changes are still needed, lab inspection scheduled for this Thursday (9/16/2021) with Cindy White
 - No documentation submitted for a review today
4. Christy Tyler’s project – Discussion about recirculating hood and details of the work done inside the hood

Reference from 6th Edition BMBL (page 40):

- Properly maintained BSCs or other physical containment devices are used, when possible, whenever: a. Procedures with a potential for creating infectious aerosols or splashes are conducted. These include pipetting, centrifuging, grinding, blending, shaking, mixing, sonicating, opening containers of infectious materials, inoculating animals intranasally, and harvesting infected tissues from animals or eggs.
- If it is not possible to perform a procedure within a BSC or other physical containment device, a combination of appropriate personal protective equipment and administrative controls are used, based on a risk assessment.
 - The project involves working with human feces and urine. Everyone involved in the project will need to take BBP training and hep B paperwork will be needed. Judy Foster will submit a separate email about the hep B process.
 - Project is under evaluation to determine the appropriate type of hood/BSC

- can be used?
- Project will be discussed at the next IBC meeting on 9/29 or sooner if IBC approval is needed/Christy needs to start the project sooner
5. Review of Robert Osgood's IBC project
 - Robert will submit his documentation for an upcoming meeting.
 6. SOP Template being finalized before posting on the EH&S Biosafety webpage
 - Gary, Cindy & Judy are working on the "Safety" SOP template form before sharing on the EH&S webpage.
 7. A separate IBC members only meeting will be scheduled to discuss what documentation/forms are needed from PIs for review by the IBC. (It will be 9/27/2021 1-2 PM.)

Judy Foster, CIH CSP

Assistant Director of Environmental Health & Safety

Global Risk Management Services

Finance & Administration

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From: Judith Foster

Sent: Tuesday, September 14, 2021 10:03 AM

To: Crista Wadsworth <cbwsbi@rit.edu>; Cynthia White <clwehs@rit.edu>; David A Armanini <daae@rit.edu>; Dawn Carter <dxcse@rit.edu>; Gary Skuse <grssbi@rit.edu>; Harman, Jennifer <Jennifer_Harman@URMC.Rochester.edu>; Jennifer Liedkie <jslbia@rit.edu>; Karin Wuertz-Kozak <kwbme@rit.edu>; Kim Corbett <kacsbi@rit.edu>; Mary-Anne Courtney <mxcsbi@rit.edu>; Paul Craig <pac8612@rit.edu>; Shannon LaJuett <silbme@rit.edu>; Viet Le <vqlntm@rit.edu>; Vinay Abhyankar <vvabme@rit.edu>; Wade Narrow <Wade_Narrow@urmc.rochester.edu>

Cc: Christy Tyler <actsbi@rit.edu>; Lea Michel <lvmsch@rit.edu>; Robert Osgood <rcoscl@rit.edu>

Subject: IBC Meeting - Sept. 15, 2021 9-10 AM

Zoom meeting:

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

Meeting ID: 978 7468 5015

Christy, Lea & Robert: If you can attend the meeting to address any questions/concerns, that would be great.

Meeting agenda:

1. Lea Michel project /documents (attached)
2. Discuss Karin's IBC project/final changes (updated documents attached)
3. Waiting on Ke Du updated IBC project form, few changes are still needed, lab inspection scheduled for this Thursday with Cindy White
4. Christy Tyler's project – Discussion about recirculating hood and details of the work done inside the hood

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 - If it is not possible to perform a procedure within a BSC or other physical containment device, a combination of appropriate personal protective equipment and administrative controls are used, based on a risk assessment.
5. Review of Robert Osgood's IBC project (Waiting on documents from Robert. I will send separately once received.)
 6. SOP Template being finalized before posting on the EH&S Biosafety webpage

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