

**From:** [Judith Foster](#)  
**To:** [Crista Wadsworth](#); [Cynthia White](#); [David A Armanini](#); [Dawn Carter](#); [Gary Skuse](#); [Harman, Jennifer](#); [Jennifer Liedkie](#); [Kim Corbett](#); [Mary-Anne Courtney](#); [Paul Craig](#); [Richard Doolittle](#); [Sara Knowlden](#); [Viet Le](#); [Vinay Abhyankar](#); [Wade Narrow](#); [Karin Wuertz-Kozak](#); [Iker Martinez Zalbidea](#)  
**Subject:** IBC Meeting- Meeting Minutes July 13, 2020  
**Date:** Tuesday, July 14, 2020 12:54:25 PM  
**Attachments:** [SOP BSLII WuertzLab V3 13 July 2020 colormarked.pdf](#)  
[SOP BSLII WuertzLab V3 13 July 2020.pdf](#)  
**Importance:** High

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Attendees: Karin Wuertz-Kozak, Iker Martinez Zalbidea, Cindy White, Jennie Liedkie, Gary Skuse, Jennifer Harman, Dick Doolittle, Paul Craig, Judy Foster, Dawn Carter, Kim Corbett, Vinay Abhyankar

Meeting Minutes – July 13, 2020:

1. Karin discuss her 2 IBC projects

Comments from committee:

- a. Need to make corrections to the SOPS(s)-From email sent by J. Liedkie (Updated SOPs are attached):

( After reading through everything, the mention of BSL1 in Julie's lab could just be a typo....everything else he is mentioning is a BSL 2----relating to my first email on July 9th)

1. they have a very robust BSL 2 SOP...however some things do not relate to RIT policy..

a. he mentions that plastic clogs are available at the door to be used in the event appropriate shoes are not being worn. RIT doesn't allow for clog type shoes ( PPE section, 4th bullet)

b. there is a requirement for Hep B....while that \*could\* be a suggestion for RIT, I do not believe we require it. ( pg 1, last bullet in Chap. 1)

c. Biohazardous sharps containers will be autoclaved ? true ? ( Sharps, 3rd bullet)

d. pg 18, second line from bottom of page, the sentence is incomplete, proly a typo;

After decontamination in Virkon, place the plastic waste in double bags to place (while still in the BSC).

b. Ensure appropriate hepatitis B paperwork is filled out. J. Foster will send a separate email to Karin about the process/forms.

c. No clogs are allowed in RIT laboratories. Closed toe & backed shoes are only permitted.

d. Ensure gas cylinder training is taken. Karin verified this has been done.

e. Update SOPs with Public Safety's phone number (585) 475-3333.

f. Ensure RIT COVID-19 workplace plan practices and policies are followed while

research is being conducted: (<https://www.rit.edu/ready/workplace-safety-plan?ref=rit-search> )

- g. Lab inspections were previously conducted.

The IBC approved both of Karin's IBC project pending the above comments are incorporated/changed.

- a. Dick will sign off all appropriate paperwork and get to C. White for filing and copies to K. Wuertz-Kozak

Due to Dick Doolittle's new position, Gary Skuse has agreed to be the IBC Chair.

- a. Dick Doolittle will email the appropriate person(s) about this change.
- b. J. Foster to update the IBC roster/Biosafety PowerPoint with the change.
- c. Thank you Dick for your time and service as the Acting IBC Chair. It is much appreciated by the committee!

**Judy Foster, CIH CSP**

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