

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: March 18, 2019 IBC Meeting Minutes
Date: Tuesday, March 19, 2019 9:27:05 AM
Attachments: [RIT IBC Membership Roster 2019.docx](#)

Attendees:

Cynthia White; Dawn Carter; Gary Skuse; Judith Foster; Kim Corbett; Paul Craig; Richard Doolittle; Sara Knowlden; Viet Le; Vinay Abhyankar; Wade Narrow

From: Judith Foster
Sent: Friday, March 15, 2019 9:52 AM
To: Paul Craig <pac8612@rit.edu>; Harman, Jennifer <Jennifer_Harman@URMC.Rochester.edu>; 'Sara_Knowlden@URMC.Rochester.edu' <Sara_Knowlden@URMC.Rochester.edu>; Cynthia White <clwehs@rit.edu>; David A Armanini <daaehs@rit.edu>; Dawn Carter <dxcsse@rit.edu>; Gary Skuse <grssbi@rit.edu>; Jennifer Liedkie <jslsbia@rit.edu>; Kim Corbett <kacsbi@rit.edu>; Richard Doolittle <rldsbi@rit.edu>; Viet Le <vqlntm@rit.edu>; Vinay Abhyankar <vvabme@rit.edu>; Sara Knowlden <Sara_Knowlden@URMC.Rochester.edu>; Wade Narrow <Wade_Narrow@urmc.rochester.edu>
Subject: March 18, 2019 IBC Meeting Agenda

Location of Meeting: Building 075 3157 Conference Room
Timeframe: 11 AM-Noon

Minutes

Welcome to Sara and Wade. Introductions of all IBC members.

1. Review of IBC Projects
 - a. Maureen Ferran - Maureen's project was approved by the committee and signed off (final approval) by Dick, as the Acting IBC Chair.
 - b. Sandi Connelly – Sandi's project was reviewed by the committee & signed off by Dick. Cindy White needs to conduct a lab inspection before final committee approval.

Sandi voiced concerns to Dick that she has contacted the IBC numerous times, there are no guidelines about BSL 1 projects, the committee needs to be more transparent. Dick emailed Sandi with a link to the biosafety webpage.

Judy reviewed the webpage after the meeting. This is what is noted on the biosafety webpage concerning what projects require IBC's review: **“Principal Investigators (PIs) must contact the RIT IBC to gain approval prior to commencing any research and/or teaching that deals with recombinant DNA or potentially hazardous biological materials.”**

Again, it is noted under the this section of the webpage: Principal Investigator - Project Approval Process Steps

- PIs needs to contact the RIT IBC prior to commencing work with biohazardous materials.

Dick noted to Sandi that an email will be going out to the Deans/Associate Deans/Department/School Heads this week outlining our processes in hopes that will also be transmitted to all faculty and staff.

2. Discussion about ATCC's BSL assignment for shipment vs. BSL for PIs and their projects

- a. References to review- ATCC website & a spreadsheet of responses from members of ABSA International (The Association for Biosafety & Biosecurity)

Per ATCC's website: "ATCC has classified cultures and related products by biosafety level (BSL) for the purposes of packaging for shipment."

Discussion about human & primate cell lines-What is the appropriate BSL?

Per the CDC/NIH "Biosafety Microbiological Laboratories" : **Appendix H—Working with Human, NHP and Other Mammalian Cells and Tissues**

Human and other primate cells should be handled using BSL-2 practices and containment. All work should be performed in a BSC, and all material decontaminated by autoclaving or disinfection before discarding.

On ATCC's webpage: "Since cell lines cannot be tested for all viruses, ATCC recommends handling all cultures under BSL 2 conditions..."

ACTION ITEMS:

- o **EH&S: All human and primate cell lines will be added handled as BSL2 @ RIT. This will be added to the IBC project form and the biosafety webpage.**
- o **EH&S : Change Section 2 of the RIT guidelines to reflect BSL1 and greater projects will be reviewed. (DONE)**

3. Dean's Letter Status

ACTION ITEMS:

- o **Dick to add a note about turnaround timeframes for project review**
 - o **Dick will be sending out the IBC email this week to: Deans/Associate Deans/Department/School Heads. Emails were sent out on 3/18/2019. (DONE)**
4. Discussion about the number of external IBC members needed for RIT's IBC roster vs. number needed for a meeting quorum
 - a. Finalize the IBC decision in the RIT IBC Guidelines for Committee Authority, Structure & Responsibilities (RIT's Plan) following this meeting

The RIT IBC needs to have 2 external members on the committee roster and 1 external to make a meeting quorum.

RIT's definition of a meeting quorum will be: "A quorum consists of a total of 6 voting members, including 1 non-RIT affiliated members and 5 RIT affiliated members who have the collective experience and expertise to review the protocols for a given meeting."

The U of R members will email each other to decide who will be attending each of the meetings.

ACTION ITEMS:

- o **EH&S to update Section 12.1 of RIT's IBC Guidelines to reflect the quorum decision. (DONE)**
- o **Update biosafety webpage with newest RIT IBC guidelines. (DONE)**

5. IBC Roster

- a. Any additional external members accept? (From Dick's emails to request additional members)
- b. EH&S to update roster and Biosafety Awareness training to reflect the changes

See attached roster list for the current member of the RIT IBC.

ACTION ITEMS:

- o **EH&S to update the roster list on the biosafety webpage. (DONE)**

6. Other items?

Vinay ask what the IBC policy is for moving live cell lines. There is no policy but the committee agreed to the following:

1. Secondary containment is required;
2. Label with the contents; &
3. Post the biohazard symbol on the outer container.

Dawn will have her teaching labs go through the IBC for review/approval.

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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