



TEXAS TECH UNIVERSITY SYSTEM

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March 30, 2006

Edward Hammond
The Sunshine Project
PO Box 41987
Austin, TX 78704

**CERTIFIED MAIL, RETURN RECEIPT
REQUESTED 7004 2890 0001 6126 5625**

RE: NIH Information Request
March 15, 2006 Request

Dear Mr. Hammond:

On March 20, 2006 the Texas Tech University (TTU) Department of Environmental Health and Safety received a request from you for the following information:

1. The minutes of all meetings of the Texas Tech University Institutional Biosafety Committee since May 1, 2003.

In response to your request, please find enclosed the minutes for November 7, 2003, January 16, 2004, April 15, 2004, July 28, 2004, January 25, 2005, April 28, 2005, August 24, 2005, November 17, 2005 and February 22, 2006.

In the future, please send all information requests for Texas Tech University directly to the Office of General Counsel.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Ronny H. Wall".

Ronny H. Wall
Associate General Counsel

Enclosures: Institutional Biosafety Committee meeting minutes. (18 pages)

**Minutes of the Institutional Biosafety and Hazardous Material Committee Meeting
November 7, 2003**

Members Present: M. San Francisco, J. Burns, R. Allen, L. Densmore, D. Knaff, J. Vizcarra, E. Peffley, M. Hellman, S. Claybrook, E. Quintela, L. Kirwin, R. Nix, T. Doyle

I. Introduction

Committee members introduced themselves to the rest of the committee. The meeting agenda and a Committee Guidance Document notebook were presented to all members present.

II. Committee Business

Tom Doyle of EH&S described the previous structure of the Texas Tech University (TTU) Institutional Biosafety Committee (IBC). Mr. Doyle introduced and explained the reasoning for a newly reformed IBC which proposes to combine the old Biosafety Committee, Transgenic Organism and Recombinant DNA Subcommittee, and the Chemical Safety Committee into one Institutional Biosafety and Hazardous Material Committee (IBC). Dr. Michael San Francisco volunteered to serve as the Chairman of the newly proposed IBC. Dr. San Francisco has been serving as chairman of the Transgenic Organism and Recombinant DNA Subcommittee. Mr. Doyle also introduced a newly proposed safety committees structure and relationship that includes the creation of a Safety Advisory Committee. The proposed Safety Advisory Committee would provide the coordination and the focal point for the exchange of information between safety committees. The Safety Advisory Committee would report to the President. IBC members agreed conceptually with the proposed committee changes with the exception that Dr. Hellman stated that the Institutional Animal Care and Use Committee (IACUC) could not be included in the safety committee structure because of IACUC regulations. A spreadsheet inventory of all IBC approval letters that the Environmental Health and Safety Department has record of was provided and reviewed by the IBC. As faculty members reviewed this document, comment was made that some of the projects listed on the spreadsheet are obsolete.

Tom Doyle gave a presentation describing requirements for Institutional Biosafety Committees as described in the National Institute of Health (NIH) Guidelines. This presentation included reviewing the function of an IBC, membership, staffing, registration, meeting requirements, protocol review, training and professional development for IBC's.

Mr. Doyle presented newly developed and proposed TTU IBC web accessible guidelines (<http://www.depts.ttu.edu/ehs/Biosafety/Biosafetycommittee.htm>). He provided an overview of these guidelines including IBC registration requirements, review and approval process, and review and approval forms. During the ensuing discussion, Dr. San Francisco suggested that initially all PI's should complete a new IBC Protocol Review/Approval Form for all newly proposed research projects involving recombinant DNA, microorganisms, select agents, biological toxins, and/or regulated and particularly hazardous chemicals even if the project may not be funded. Dr. Hellman suggested that a new IBC Protocol Review/Approval Form should be completed for all current research projects involving recombinant DNA, microorganisms, select agents, biological toxins, and/or regulated and particularly hazardous chemicals. Dr. Hellman also suggested that the IBC consider a periodic protocol review process which could include a 3 to 5 year IBC protocol renewal and review process. It was suggested that following the activation of the new IBC all PI's with outstanding biosafety protocols be sent a request to update their protocols on the new IBC Protocol Review/Approval Form. The IBC also discussed the need to evaluate and inventory past biosafety protocols in an effort to document the current status of biosafety research on the TTU campus. Tom Doyle suggested that copies of all existing IBC protocol information be transferred to the EH&S department so that this information can be organized and inventoried into a database. When this is complete, a notice can be sent to PI's requesting them to update their biosafety protocols.

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MAR 23 '06

GENERAL COUNSEL

III. Voting – Committee Business Action Items

1. Recommendation to consolidate old Biosafety Committee, Transgenic Organisms & Recombinant DNA Subcommittee, and Chemical Safety Committee into the newly reformed Institutional Biosafety and Hazardous Materials Committee.

Motion: Dr. Knaff; Second: Dr. Hellman; unanimously approved

2. Make recommendations to nominate additional faculty members with expertise in disciplines that the institution and committee are responsible for.

Names Submitted: Dr. Randall Jeter, Dr. George Cobb, Dr. Andreas Neuber, LaQuetta Purkiss

Motion: Dr. Densmore; Second: Dr. Allen; unanimously approved

3. Approve Biosafety Guidelines including registration requirements, review and approval process, and application and review forms as drafted and referenced on the EH&S web page (<http://www.depts.ttu.edu/ehs/Biosafety/Biosafetycommittee.htm>).

Motion: Dr. Hellman; Second: Dr. Peffley; unanimously approved

4. Make recommendation for Research Services to modify their Internal Routing Sheet to include "Initiator Data" referencing microorganisms, biological toxins, and regulated & particularly hazardous chemicals.

Motion: Dr. Allen; Second: Dr. Burns; unanimously approved

5. Make recommendation to have copies of all biosafety protocol files transferred to Environmental Health and Safety so that they can be organized and inventoried into a database.

Motion: Dr. San Francisco; Second: Dr. Peffley; unanimously approved

Meeting adjourned.

Respectfully submitted,

Thomas Doyle

**Minutes of the Institutional Biosafety and Hazardous Material Committee Meeting
January 16, 2004**

Members Present: M. San Francisco, J. Burns, R. Allen, L. Densmore, D. Knaff, J. Vizcarra, S. Claybrook, L. Kirwin, R. Nix, T. Doyle

I. Introduction

The meeting was called to order and members present were noted. The minutes from the last meeting and two recently reviewed IBC protocols (from principal investigators Richard Zartman and Michael Hooper) were distributed to all members present, and the current meeting's agenda was reviewed.

II. Committee Business

Dr. San Francisco asked committee members to give input concerning the manner in which IBC protocols will be filed. Dr. Vizcarra recommended that protocols should be filed upon the first grant application, to ensure that all preliminary research work would be done with an approved protocol. Drs. Allen and Knaff voiced concerns about the IBC becoming a stumbling block for those research proposals that are delayed while waiting for IBC approval. After some discussion amongst several committee members regarding when the protocols should be filed, Mr. Doyle recommended that they be filed after the grants are funded. Dr. San Francisco further suggested that all principal investigators (PI's) who anticipate that hazardous materials will be used in a given project should be encouraged to file an IBC protocol with the University prior to the commencement of any work with these materials. Dr. San Francisco further stated that, though PI's will be *encouraged* to file protocols prior to the commencement of work, it will not be *mandatory* to file a protocol until the grant is approved by the given funding agency.

Dr. Burns recommended establishing a three-year interval for all IBC protocol update and review. He then asked Mr. Doyle to consider what work would be involved in the process of update and review. Mr. Doyle stated that EH&S will take responsibility for sending out each original protocol at the appropriate time interval to the respective PI, along with a request for updates and changes to be made to the original protocol, as needed.

Mr. Doyle informed the committee that a nongovernmental organization known as "The Sunshine Group" had requested permission from the University to review all biosafety protocols developed since 2001. To comply with this request, Dr. San Francisco stated that he had sent all of the requested information to Ronnie Wall with the University's Office of General Counsel. Mr. Doyle asked that the information be sent to EH&S once the review process is completed.

Mr. Doyle presented the two IBC proposals (from Dr. Zartman and Dr. Hooper) that were recently reviewed under the current structure of the IBC. He asked whether any IBC members had any concerns regarding the review process. Dr. Vizcarra recommended that the Designated Member Review Forms (DMRF's) should be altered such that the "Approved as Written" checkbox would no longer be checked by default. He further recommended that more explicit instructions be placed within the DMRF to assist others in properly completing the forms. Mr. Doyle stated EH&S would work on these two issues. Mr. Kirwin, the Designated-Member Reviewer for both of the protocols in question, then briefly discussed the mechanics of the review process; specifically, the manner in which IBC member DMRF comments and recommended changes are incorporated into the review. He stated that though all IBC members' recommendations and comments were reviewed and investigated, some of the recommended changes and comments were found to not be necessary. As such, the final protocols, as well as the final DMRF's completed by Mr. Kirwin, only reflect those comments and changes which had impact on the protocols as originally submitted by the respective PI's.

Mr. Doyle then presented a training seminar concerning the contents of the CDC publication *Biosafety in Microbiological and Biomedical Laboratories* to all members in attendance. Following the training presentation, he stated that the PowerPoint format presentation would be made available on the EH&S website.

Lastly, Mr. Doyle announced that he resigned his position at Texas Tech as Director of EH&S, to be effective January 23rd; as such he would no longer be part of the IBC. All members passed on their best wishes for the future.

III. Voting – Committee Business Action Items

1. Recommendation to require PI's to file IBC protocols upon receiving notice from the Office of Research Services that the research grant proposal is funded (a.k.a. "just-in-time" approval)

Motion: Dr. Densmore; Second: Dr. Burns; unanimously approved

2. Recommendation to require PI's to review and update IBC protocols at three-year intervals.

Motion: Dr. San Francisco; Second: Dr. Burns; unanimously approved

3. Recommendation that EH&S be responsible for notifying PI's of the need to complete the new IBC protocol.

Motion: Dr. San Francisco; Second: Dr. Burns; unanimously approved

Meeting adjourned.

Respectfully submitted,

Randy Nix

Minutes of the Institutional Biosafety and Hazardous Material Committee Meeting

April 15, 2004

Members Present: M. San Francisco, D. Knaff, J. Vizcarra, E. Peffley, M. Hellman, S. Claybrook, L. Purkiss, M. Roe, R. Nix

I. Introduction

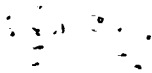
The meeting was called to order and members present were noted. The minutes from the last meeting and meeting agenda were distributed to all members present.

II. Committee Business

Mr. Nix introduced a question concerning when proposals should be reviewed by the committee. Several members expressed concerns that in order for funding and work to begin on funded grants a situation of waiting on IBC approval could develop. Dr. San Francisco recommended all grant proposals routed to the committee be reviewed regardless of funding status. Dr. San Francisco recommended that the Office of Research Services (ORS) website version of the routing form be updated to indicate need for IBC approval of proposal. Mr. Nix suggested that ORS direct principal investigators (PI's) to online IBC proposal submission form to be filled out if proposal is routed to IBC jurisdiction. Dr. San Francisco and Dr. Knaff both agreed.

Mr. Nix presented four proposals submitted to the IBC for review. Three of these proposals (from Dr. McMurray, Dr. Smith, and Dr. Zartman) had been reviewed through the designated member review and were signed for approval by the chairperson of the committee Dr. San Francisco. The fourth proposal (from Dr. Baker) was discussed by the committee. Dr. Vizcarra expressed concerns over the lack of clarity of the protocol submitted. Several members discussed the protocol and Dr. San Francisco asked if any live animal specimens in the protocol were going to be shipped from the collection site. Dr. Hellman, who is familiar with the protocol, said no live specimens were going to be shipped from the collection site. Dr. San Francisco asked the committee to consider why Dr. Baker had had difficulty with the submission form. The committee determined that the definitions of terms are straight forward and that most submitting PI's had no difficulty with the form. Dr. Baker's proposal was accepted by the committee and signed by Dr. San Francisco.

Mr. Nix suggested changing the submission form to accommodate multiple submissions of the same protocol from PI's. Dr. Peffley and Dr. San Francisco both suggested adding a statement on the form to be checked off by the PI if the protocol has been previously reviewed by the IBC. Mr. Nix



stated that he would place this statement into the form. Dr. Hellman asked if the proposals submitted to the IBC should be given identification numbers to allow for tracking. Mr. Nix indicated that tracking numbers were given to proposals once they had been approved by the committee. Dr. San Francisco suggested that the numbers assigned to proposals be the same as the numbers assigned by the ORS so that cross referencing would be simplified. Mr. Nix stated that the numbers needed to be unique for IBC purposes but the database tracking IBC proposals could include a field for the ORS number to allow for cross referencing. Mr. Nix stated he would include this field in the database.

Mr. Nix informed the committee that the Office of Audit Services was preparing to perform an audit of research compliance, and lab safety and security at the University. As part of their initial information gathering efforts, they will be meeting with EH&S personnel on April 16. He indicated that there was the possibility of the auditors interviewing each member of the committee and that a future committee meeting may need to be called for this purpose. Mr. Nix suggested that the next committee meeting should be held in July.

III. Voting – Committee Business Action Items

1. Recommendation to have IBC review all proposals submitted regardless of funding status.

Motion: Dr. San Francisco; Second: Dr. Knaff; unanimously approved

2. Review of proposal of Dr. Baker for approval by IBC committee.

Motion: Dr. San Francisco; Second: Dr. Hellman; unanimously approved

Meeting Adjourned.

Minutes of the Institutional Biosafety Hazardous Material Committee Meeting

July 28, 2004

Members Present: M. San Francisco, D. Knaff, J. Vizcarra, E. Peffley, M. Hellman, S. Claybrook, L. Purkiss, J. Burns, E. Quintela, M. Roe

I. Introduction

The meeting was called to order and members present were noted. The minutes from the last meeting were distributed to members present for review.

II. Committee Business

1. The meeting minutes were reviewed from the previous meeting.

Motion to accept minutes: Dr. San Francisco; Second: Dr. Knaff; unanimously approved

2. The titles of protocols reviewed and approved since the last meeting were read and any comments were requested.

- a. "The role of selenium in the modulation of zoonotic Yersinia pseudotuberculosis transmission" Dr. Steven Presley, IBC# 0407B2
- b. "A viral protein inducing programmed cell death in insects: efficacy and mode of action" Dr. Shan Bilimoria, IBC# 0410D1
- c. "Enzymatic C-methylation reactions of phytosterol biosynthesis" Dr. Robert Shaw, IBC# 0413D3
- d. "The role of microRNAs in Absciscic Acid insensitive -1, -3, and -5 like gene regulation and function" Dr. Christopher Rock, IBC# 0408G1
- e. "Does seven in absentia regulate Cotton fiber development?" Dr. Randy Allen, IBC# 0412G1
- f. "Is AKR2 a regulatory protein for some membrane-bound proteins?" Dr. Hong Zhang, IBC# 0411D2

Motion to formally approve protocols: Dr. John Burns; Second: Dr. Hellman; unanimously approved

III. New Items

Dr. Vizcarra commented on the difficulty in interpreting question 3.1 of the protocol review form when multiple bacterial species are used. It was recommended by the committee to add a note line next to item 3.1 to indicate which bacterial strain is pathogenic.

Dr. San Francisco noted that the Office of Audit Services requested that protocol approval forms generated by the IBC be sent to the Office of Research Services. Dr. San Francisco further requested that copies of these approval forms be sent to his office for his records. Dr. Hellman also requested that approvals concerning animal use be sent to his office for his records.

Dr. San Francisco mentioned a recommendation by the Office of Audit Services to have a rule in the constitutional by-laws that allows for any committee member to call a formal emergency meeting of the committee pending an immediate issue that will not wait until the next scheduled meeting. The committee agreed that this was a reasonable request and the rule should be added to the by-laws.

Meeting Adjourned.

Minutes of the Institutional Biosafety Hazardous Material Committee Meeting

January 25, 2005

Members Present: M. San Francisco, J. Vizcarra, S. Claybrook, L. Purkiss, J. Burns, R. Nix, L. Densmore, M. Roe

A. Introduction

The meeting was called to order and members present were noted.

B. Committee Business

The titles of protocols reviewed and approved since the last meeting were read and any comments were requested.

1. "Toward the Protection of Photosynthetic Capacity in Cotton at Sub- and Supra-optimal Temperature", Dr. Scott Holaday.
2. "Creation and field-testing of transgenic cotton engineered for higher drought- and salt-tolerance", Dr. Hong Zhang.
3. "Physical Mapping of Genes that Mediate Phytohormone Responses in Cotton Fiber", Dr. Randy Allen.
4. "Genetic Engineering of Cotton Rhizobacteria for Phosphate Solubilization", Dr. Madhukar Khetmalas.
5. "Unraveling the genetics behind fiber quality", Dr. Robert Wright.
6. "Catalytic mechanism of ATP synthesis", Dr. Joachim Weber.
7. "Ferredoxin-Dependent Plant Metabolic Pathways", Dr. David Knaff.
8. "Abiotic Stress in Plants", Dr. Huazhong Shi.
9. "Aflatoxin sorption and toxicity reduction using natural and modified clay materials", Dr. William Jaynes. "Effect of Tea Polyphenols (TP) on Arsenic Induced Toxicity in Rodents", Dr. Ramkamar Seshandri.
10. "Effects of Chronic Exposure to TNX on the Reproductive", Dr. Ernest Smith.
11. "Photoluminescence based detection of trace explosives and nerve agents", Dr. Roland Menzel

Motion to formally approve protocols: Dr. San Francisco; Second: Dr. Lou Densmore; unanimously approved.

C. Protocol Application Form

1. Issue to remove questions 2.1.1 and 2.1.2 from IBC protocol review form because of applicant confusion.

Motion to remove questions from application: Mr. Steve Claybrook; Second: Dr. Lou Densmore; unanimously approved.

2. Issue to reword the title of section 6 to include hazardous chemicals.

Motion to change section 6 wording to include hazardous chemicals: Dr. Lou Densmore; Second: Mr. Matt Roe.; unanimously approved.

D. New Items

1. Matt Roe raised the issue of formally approving the TTU Biosafety Manual for use by the University. Committee members will receive digital copies and review and comment.
2. Matt Roe noted that Dr. David Knaff and Dr. Marq Hellman will be resigning from the committee. The issue of their replacement was raised and Mr. Randy Nix will speak with Dr. Robert Shaw concerning a replacement for Dr. Knaff. Dr. Hellman will be replaced on the committee by the person hired as the campus veterinarian and Animal Care and Use Committee member.

The next meeting of the IBC will be scheduled for the middle of April.

Meeting adjourned.

Minutes of the Institutional Biosafety Hazardous Material Committee Meeting

April 28, 2005

Members Present: M. San Francisco, J. Vizcarra, L. Purkiss, R. Nix, R. Allen, E. Quintela, M. Roe

A. Introduction

The meeting was called to order and members present were noted.

B. Committee Business

1. Dr. Robert Shaw was announced to the committee as the replacement for Dr. Knaff.
2. The titles of protocols reviewed and approved since the last meeting were read and any comments were requested.
 - a. "Genomics of Select ABA INSENSITIVE1 (ABI1)-Like Protein Phosphatases and ABI-3-Like Transcription Factors by Transcriptome Profiling of Maize Protoplasts" Dr. Christopher Rock #0508D3
 - b. "The mar Regulon of *Erwinia chrysanthemi*: Multidrug Efflux Transporters and the Influence of Salicylic acid and its Precursors" Dr. Michael San Francisco #0505B1
 - c. "Mechanisms of Electron Transport in Sulfate Assimilation" Dr. David Knaff #0504D1
 - d. "Improving the Heat Stress Tolerance of Cotton Photosynthesis" Dr. A. Scott Holaday #0506D2
 - e. "Development of an Assay System to Evaluate the Humoral Immunity of Northern Bobwhite Chicks to Relevant Pathogens" Dr. Brad Dabbert #0507B1
 - f. "Survey of *Yersinia pestis* Among Prairie Dog Ectoparasites/Survey of Prairie Dogs and Cottontail Rabbits for *Mycobacterium bovis*" Dr. Steven Presley #0509X1

Dr. San Francisco had concerns regarding Dr. Presley's protocol. The concerns surrounded making sure that pathogens aren't allowed to grow during storage and shipment. Dr. San Francisco wanted to delay acceptance of this protocol until the concerns could be resolved.

Motion to formally approve all protocols but Dr. Presley's (#0509X1): Dr. San Francisco; Second: Dr. Vizcarra; unanimously approved.



3. Dr. Vizcara mentioned the possibility of informing other committee members of concerns during the protocol review process. Dr. San Francisco suggested e-mailing concerns each committee member has during review to all committee members. In the future all concerns raised during protocol review will be e-mailed to all committee members during review.

C. TTU Biosafety Manual

The committee resolved to delay approval of the TTU Biosafety Manual until the next meeting because of inadequate time to review the draft version of the Manual.

D. Review of IBC OP 74.05

Eric Quintela suggested the introduction of a definition for select agent into the operating policy. Randy Nix will include a link to the CDC select agent website on the online version of the operating policy. The committee members resolved to delay approval of the TTU IBC Operating Policy (74.05) until the next committee meeting to allow for more time to review the operating policy.

E. USDA/HHS Select Agent Final Rules

Matt Roe gave a presentation summarizing the changes in the finalized rules regarding the registration and institutional control of select agents. This presentation covered changes to 42 CFR Part 73, 7 CFR Part 331, and 9 CRF Part 121.

The next meeting of the IBC will be scheduled for the middle of July.

Meeting adjourned.

Minutes of the Institutional Biosafety Hazardous Material Committee Meeting

August 24, 2005

Members Present: M. San Francisco, J. Vizcarra, M. Hart, L. Purkiss, E. Quintela, R. Nix, R. Shaw, M. Roe

A. Introduction

The meeting was called to order and members present were noted.

B. Agenda Items

1. Introduction of Dr. Michael Hart to the committee
2. The minutes from the previous IBC meeting were reviewed and accepted by the committee.
Motion: Matt Roe; Second: Dr. San Francisco; unanimously approved.
3. The titles of protocols reviewed and approved since the last meeting were read and any comments were requested.
 - i. "Development of Transgenic Cotton with Genes for Abiotic Stress" Dr. Randy Allen #0510D4
 - ii. "Field Method for Trace Explosives Detection by Photoluminescence" Dr. R. Menzel #0511E3
 - iii. "Toxicity of Chronic Exposure to TNT and DNT in a Developing Native Amphibian Species *Rana catesbeiana*" Dr. Ernest Smith and Angelena Gentles #0512E4Motion: Matt Roe; Second: Dr. San Francisco; unanimously approved.
4. Issue to remove question 2.8 from IBC protocol review form because of applicant confusion.
 - i. Committee resolved to remove question 2.8 and add a bulleted comment to signature page agreeing to review and adhere to the institutional biosafety manual.
5. IBC acceptance of Institutional Biosafety Manual
 - i. Dr. San Francisco expressed some concerns over language.

- ii. Committee resolved to delay acceptance until all new members of the committee have had time to review the manual.
6. IBC review of Texas Tech Operating Policy 74.05
 - i. Dr. Robert Shaw requested a URL link to the University Chemical Hygiene plan be included in the language of the purpose for the committee.

C. New Items

1. Matt Roe raised the issue of scheduling the meeting times annually in advance and posting them on the web to facilitate public attendance of the IBC meetings. Committee resolved to schedule meetings and post on the website as the meeting time is decided.
2. Dr. San Francisco noted that the position of Dr. John Burns is leaving the position of Vice President of Research and he will be leaving the committee. The committee resolved that Dr. Burn's replacement should be recruited to take his place on the committee.

The next meeting of the IBC will be scheduled in November.

Meeting adjourned.

Minutes of the Institutional Biosafety Hazardous Material Committee Meeting

November 17, 2005

Members Present: M. San Francisco, J. Vizcarra, M. Hart, L. Purkiss, E. Quintela, R. Nix, K. Harris, R. Jeter, S. Claybrooke, M. Roe

A. Introduction

The meeting was called to order and members present were noted.

B. Agenda Items

1. The new members Dr. Randall Jeter and Dr. Kathleen Harris were introduced to the committee.
2. The minutes from the previous IBC meeting were reviewed and accepted by the committee.

Motion: Dr. San Francisco; Second: Steven Claybrooke; unanimously approved.

3. The titles of protocols reviewed and approved since the last meeting were read and any comments were requested.

- i. "Anthropogenic Stressors and the Ecological Health of Tropical Wetlands: International Research and Educational Opportunities for U.S. Graduate Students" Dr. Reynaldo Patino #0513D5

Motion: Matt Roe; Second: Dr. San Francisco; unanimously approved.

4. IBC acceptance of Institutional Biosafety Manual
 - i. J.V. – Expressed concerns that section concerning the procedures for a spill of radioactive biological material needs to be clarified. He requested that the statement "disposal of material in appropriate container for radioactive containment" be added to the section.
 - ii. J.V. – Requested that the University Operating Policy (OP 60.10) be referenced in the section of the manual concerning disposal of sharps in the dumpster. EH&S will not pick up filled sharps containers. M.H. – Requested the University OP be reviewed to reflect that filled sharps containers should be disposed of in the dumpster.
 - iii. J.V. – Requested that clarification be given to the section on disposal of animal carcasses contaminated with

zoonotic agents or radioactive materials. He suggested adding the statement: "The Principal Investigator should dispose of carcasses that to the best of his/her knowledge have no biological or chemical contamination."

- iv. J.V. – Requested that definitions of the words Lab Director and Lab Supervisor be put into the manual and the common language be used throughout. R.N. – Suggested putting parenthetical definitions at each title's first occurrence in the text.
- v. M.H. – Requested that the titles Biological Safety Committee and Hazardous Materials Committee be replaced by IBC throughout the document.
- vi. M.H. – Requested that the term "Genetically Engineered Organisms" be used to replace the term "Genetically Engineered Microorganisms" in the document.
- vii. M.H. – Requested clarification of the Biohazard waste disposal procedures in the document. The committee agreed that autoclaving the waste in a biohazard bag and placing the autoclaved bag into a black trash bag for disposal in a dumpster was an acceptable procedure.
- viii. L.P. – Requested that the section on the NIH registration document should be clarified and updated with the current procedures of the IBC and NIH. R.N. – Suggested adding another Appendix to clarify this form.

Motion to accept the Biosafety Manual pending the above changes.

Motion: M. Roe; Second: M. San Francisco; unanimously approved.

The next meeting of the IBC will be scheduled in February.

Meeting adjourned.

Minutes of the Institutional Biosafety Hazardous Material Committee Meeting

February 22, 2006

Members Present: M. San Francisco, J. Vizcarra, M. Hart, L. Purkiss, K. Harris, R. Jeter, S. Claybrooke, M. Roe, R. Shaw

A. Introduction

The meeting was called to order and members present were noted.

B. Agenda Items

1. The minutes of the previous meeting were reviewed and accepted by the committee.

Motion: M. Roe; Second: Dr. M. San Francisco
Unanimously Accepted

2. The titles of protocols reviewed and approved since the last meeting were read and any comments were requested.
 - i. "Anthropogenic Stressors and the Ecological Health of Tropical Wetlands: International Research and Educational Opportunities for U.S. Graduate Students" Dr. Reynaldo Patino *IBC# 0513D5*

Motion: M. Roe; Second: Dr. San Francisco; unanimously approved.

3. Project update: Certification of the ABSL-3 (Experimental Sciences Building). M. Roe updated members to the current status of the ABSL-3 laboratory space being built in the Experimental Sciences Building basement. The committee members requested a walkthrough of the space scheduled for the next meeting of the IBC. Dr. Hart Inquired about finding specific guidelines requiring air pressure sensors/alarms for the doors to individual lab spaces. Dr. San Francisco volunteered to contact NIH officials and find specific guidelines for certification of ABSL-3 facilities. Members agreed upon the need for a representative from the government's select agent program to certify the facility prior to any work being initiated at the ABSL-3 level.

The next meeting of the IBC will be scheduled in May.
Meeting adjourned.