

UNC Institutional Biosafety Committee Meeting Minutes

Meeting Date: January 4, 2024 at 10 a.m.

Meeting Type: Procedural

Present: Amanda Wolfe, Ryan Steed, Robert Berls, Ricky Hesson, Kevin Gibson (non-voting), Marietta Cameron (non-voting)

1. Call to Order: Meeting began at 10:02 a.m. EST
Posting: No public meeting notice was posted.
Conflict of Interest: No conflict of interest reported by voting members of the IBC.
2. Review of Prior Business: Meeting Minutes from 11/14/23 were reviewed and approved.
3. New Business:
 - Reminders to members to complete:
 - IBC committee member CITI training (<https://www.citiprogram.org/>)
 - Submit CV or resume for IBC registration with NIH
 - The UNCA IBC charter was reviewed. A broken link was discovered, the addition of Associate members of the Committee were discussed in order to ensure a quorum in the case of a conflict of interest, and initial review of projects should be completed by the EH&S Professional in conjunction with the IBC Chair to ensure accurate NIH classification. The charter will be revised and submitted for approval at the next meeting.
 - A timeline for review of new/renewal biological project registrations has been identified. A request for registrations will be sent out the week of January 8, 2024 with the deadline of February 5, 2024 for submission to the EH&S Professional. Committee review of project registrations is scheduled for the first week in March.
 - The need for a new autoclave that is compliant with state regulations for the steam sterilization of biohazardous waste was discussed. The University currently has one compliant autoclave that is not sufficient to meet the future needs of the University.
4. Action Items:
 - Kevin Gibson to update IBC charter to reflect changes discussed and submit to Committee next meeting for approval
 - Kevin Gibson to request new/renewal of biological project registrations the week of January 8, 2024.
 - Kevin Gibson to work with staff/faculty to obtain a quote for a compliant autoclave and set up a meeting to discuss with the Chair of Natural Sciences.
5. Adjourn: Meeting adjourned at 10:40 a.m.