



MIDWESTERN UNIVERSITY

Institutional Biosafety Committee

555 31st Street

Downers Grove IL 60515

Phone: 630/969-4400

Meeting Minutes

Date: December 9, 2020

Time: 2:00 PM – 2:49 PM Central / 12:00 PM – 12:49 PM Pacific

Location: Remote via Microsoft Teams

Members Present: Stephen Libby (IBC Chair), Sepideh Sefidvash-Hockley (Biosafety Officer, Glendale), Richard Laddaga (Biosafety Officer, Downers Grove), Leon Igras Karolina Klosowska, Brian Wellensiek, Jason Struthers, Marilyn Lamm, Allen Helm, and Kathleen Kennedy

Guests Present: None

Staff Present: Nicholas Cronk

Members Excused: Luigi Strizzi

Commonly Used Abbreviations

IBC: Institutional Biosafety Committee

BSO: Biological Safety Officer

BUA: Biological Use Authorization

BSL: Biosafety Level

PI: Principal Investigator

IACUC: Institutional Animal Care and Use Committee

NIH: National Institutes of Health

SOP: Standard Operating Procedure

1. **Call to Order:** The Institutional Biosafety Committee (IBC) Chair called the meeting to order at 2:00 PM CST / 12:00 PM PST. A quorum was present.
2. **Member Conflicts:** The IBC Chair reminded attendees that any notes that they retain are subject to public disclosure. A statement was also made about conflict of interest and voting on research proposals as described in the IBC Charter. This includes sharing a grant or a familial relationship. No conflicts were noted.
3. **Review of Previous Minutes:** November 23, 2020 IBC Meeting Minutes. The committee voted 8 yes; 0 no; 2 abstained (Laddaga and Igras) to approve the previous meeting's minutes.
4. **Old Business:** None.
5. **New Business: Non-Voting Items**
 - Discussion of transition of rsNA protocols previously approved by WIRB.
 - The IBC Chair gave an overview of the IBC's oversight of protocols previously approved by WIRB and how those protocols will eventually be transferred to MWU IBC forms.
 - Review of IBC Change Form and IBC Annual Review Form.
 - The IBC Chair presented the Change and Annual Review Forms to the full committee.
 - Future meeting dates and submission timelines.
 - The IBC Administrator provided full committee the quarterly meeting schedule for 2021.
6. **IBC rsNA Applications:** None.