University of Kansas (Lawrence Campus) Policy regarding the Conduct of Institutional Biosafety Committee (IBC) Meetings and Content of IBC Meeting Minutes

An Institutional Biosafety Committee (IBC) is required at institutions that receive funding from the National Institutes of Health (NIH) for research involving recombinant DNA molecules. All recombinant DNA research performed on the KU-Lawrence Campus, regardless of funding source, must be conducted in accordance with the *NIH Guidelines for Research Involving Recombinant DNA Molecules* (NIH Guidelines) and must be registered with the KU Lawrence Campus IBC – the Biosafety/rDNA Subcommittee (the Committee).

The Committee shall be constituted in accordance with and perform the functions prescribed by the NIH Guidelines. The Committee shall meet as needed to conduct timely review of proposed recombinant and synthetic nucleic acid research. All meetings of the Committee shall be conducted in person or by phone or video-conference, with advance public notice of the meeting provided on the Committee's website at least five (5) business days before the meeting.

The Committee shall prepare minutes of its meetings showing the date and place of the meeting (including the time the meeting begins and ends), whether minutes of the prior meeting were approved, individuals in attendance, and all substantive committee actions. Minutes should offer sufficient detail to document that the Committee is fulfilling the performance expectations set forth in the NIH Guidelines. Specifically, the minutes should reflect the Committee's review and consideration of the following aspects of the proposed research:

- Agent characteristics (e.g., virulence, pathogenicity, environmental stability)
- Types of manipulations planned
- Source(s) of the nucleic sequences (e.g., species)
- Nature of the nucleic acid sequences (e.g., structural gene, oncogene)
- Host(s) and vector(s) to be used
- Whether an attempt will be made to obtain expression of a foreign gene, and if so, the protein that will be produced

Other information that should be documented includes:

- Principal Investigator (PI) name
- Project title
- Whether the PI and laboratory staff performing the research have completed the appropriate training
- Applicable section of the NIH Guidelines the research falls under
- Containment conditions to be implemented (biosafety level and any special provisions)

Draft minutes shall be circulated to the Committee members prior to the next meeting. Once ratified a copy of the approved minutes shall be maintained by the Biosafety Officer. Approved minutes shall be made publicly available on the Committee's website, but may be redacted to protect proprietary or private information.