From:	Judith Foster
То:	Abby Bratton (RIT Student); Carlos Castellanos; Crista Wadsworth; Cynthia White; David A Armanini; Dawn
	Carter; Gary Skuse; Harman, Jennifer; Jennifer Liedkie; Judith Foster; Karin Wuertz-Kozak; Kim Corbett; Mary-
	<u>Anne Courtney; Shannon LaJuett; Viet Le; Vinay Abhyankar; Wade Narrow</u>
Subject:	IBC Meeting Minutes 2-9-2022
Date:	Wednesday, February 09, 2022 11:21:05 AM
Attachments:	IBC Project Registration Form -Abby Bratton MSD II P22138.pdf
	SafetySOP - MSD II P22138with comment.pdf

Attendees: Gary Skuse, Wade Narrow, Cindy White, Judy Foster, Dawn Carter, Kim Corbett, Karin Wuertz-Kozak, Abbott Bratton

From: Judith Foster <jafehs@rit.edu>

Sent: Wednesday, February 09, 2022 8:15 AM

To: Crista Wadsworth <<u>cbwsbi@rit.edu</u>>; Cynthia White <<u>clwehs@rit.edu</u>>; David A Armanini <<u>daaehs@rit.edu</u>>; Dawn Carter <<u>dxcsse@rit.edu</u>>; Gary Skuse <<u>grssbi@rit.edu</u>>; Harman, Jennifer <<u>Jennifer_Harman@URMC.Rochester.edu</u>>; Jennifer Liedkie <<u>jslsbia@rit.edu</u>>; Judith Foster <<u>jafehs@rit.edu</u>>; Karin Wuertz-Kozak <<u>kwbme@rit.edu</u>>; Kim Corbett <<u>kacsbi@rit.edu</u>>; Mary-Anne Courtney <<u>mxcsbi@rit.edu</u>>; Shannon LaJuett <<u>silbme@rit.edu</u>>; Viet Le <<u>vqlntm@rit.edu</u>>; Vinay Abhyankar <<u>vvabme@rit.edu</u>>; Wade Narrow <<u>Wade_Narrow@urmc.rochester.edu</u>>; Cc: Abby Bratton (RIT Student) <<u>cab5581@g.rit.edu</u>>; Carlos Castellanos <<u>cxcigm@rit.edu</u>>; Subject: REMINDER: IBC meeting is on for this morning @ 9 Importance: High

Hi Everyone:

Sending another email because I was having problems trying to put the meeting onto the calendar after cancelling.

Here's the link to the meeting: <u>https://rit.zoom.us/j/98976816963?from=addon</u> -The link opened for me so fingers crossed!

Meeting Minutes:

- 1. <u>Review IBC project: Carlos & Abby paperwork update review (See attachments with Jennie Liedkie's comments)</u>
- > Email sent to Abby Bratton by Gary Skuse as follows:
- <u>"Project Registration Form</u> In your response to question K there are two issues that need to be addressed. First, you refer to cell culturing and that is something that most of us interpret to mean growing mammalian cells. If you change that phrase to "growing bacteria" or something similar it will avoid confusion. Second, we no longer autoclave bags containing biological waste before disposal. (This refers to your last sentence.) Instead we collect them in Stericycle bins and send them off site for treatment and disposal.
- SOP On page 4 you refer to "open toe shoes", that should say no "open toe or open heel shoes"
- On page 4 you also say "never touch door handles or telephone receivers with gloved hands" It's interesting that you mention "telephone receivers" but for the most part they no longer exist in our laboratories. Please substitute

"cell phones" to bring this statement up to date.

On page 8 you can delete the section referring to CO2 incubators because there are not any in GOS 1125. Also, remove CO2 cylinder reference on this page.

- On page 9 you mention the removal of living cultures from the laboratory. You should end that sentence with ...without permission of the laboratory supervisor."
- Once you have addressed these issues please send the revised forms back to us at ibc@rit.edu. I will review your revised forms and send you an approval letter once I'm satisfied that the revisions ameliorate the issues described herein. Of course, please don't hesitate to contact me if you have any questions."
- ➤ Lab inspection of GOS-1125 needs to be done before final approval of the project form/IBC approval letter.
- Gary to send copies of approved IBC project form/SOP and approval letter to Cindy/Judy for filing.

2. Discussion about current IBC projects & hep B paperwork

- Gary needs to email Vinay to see if he has open IBC projects and if there is a need for hepatitis B paperwork for himself/co-participants.
- > Gary needs to have 1 student complete hep B paperwork for his IBC project(s).
- ➢ Gary needs to add verbiage to the IBC approval letter about an expiration date/need to check back with the IC annually about changes to the project.
- Gary to draft an email/form about the importance of 30-day notification of hepatitis B paperwork after approval of the project if EH&S does not hear from the PI(s) upon committee approval.

3. SRS paperwork /Notification to IBC when paperwork is needed

Gary will email Ryne Raffaelle to add a statement to the SRS paperwork to contact IBC/fill out IBC paperwork if biological agents are involved/checked off.

Judy Foster, CIH CSP

 \triangleright

Assistant Director of Environmental Health & Safety Global Risk Management Services Finance & Administration **Rochester Institute of Technology** office: (585) 475-6270 | f: (585) 475-2966 jafehs@rit.edu

CONFIDENTIALITY NOTE: The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.