

# IBC Policy on IBC Meeting Minutes

(Adopted 01/23/2014, 10/19/2023)

## 1.0 Purpose

The purpose of this Institutional Biosafety Committee (IBC) policy is to provide information regarding what information should be recorded in the IBC meeting minutes.

## 2.0 Scope

This policy applies to all members of the MU Institutional Biosafety Committee, MUEHS Biological Safety, MU Principal Investigators, and MU employees and staff.

## 3.0 Related Documents

- University of Missouri Institutional Biosafety Committee (IBC) Resource Book
- U.S. Department of Health and Human Services, National Institutes of Health *Conduct of Institutional Biosafety Committee (IBC) Meetings, Content of IBC Meeting Minutes and Public Transparency Expectations of the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines) Frequently Asked Questions (FAQs)*.

## 4.0 General Policy

The NIH system of oversight for recombinant and synthetic nucleic acid research described in the *NIH Guidelines* is based on expectations of transparency and public access to information about the biosafety oversight of the research activities. Institutions should prepare IBC meeting minutes that not only serve the institution's need for a record of the IBC's proceedings, but that also document for NIH and the public that the IBC is fulfilling the performance expectations of the *NIH Guidelines*.

### Recommended Content of Minutes

Minutes should reflect:

1. The date and location of the meeting;
2. Whether minutes of the prior meeting were approved;
3. Individuals in attendance;
4. Whether and why the meeting was open or closed;
5. All major motions, major points of order, and whether motions were approved;
6. The time of meeting adjournment.

In general, the minutes should offer sufficient detail to serve as a record of major points of discussion and the committee's rationale for particular decisions, documenting that the IBC has fulfilled its review and oversight responsibilities as outlined under Section IV-B-2-b of the *NIH Guidelines*. Minutes do not need to be transcripts or kept at a level of detail that attributes each remark to a specific individual.