

## IBC Meeting, January 15, 2015

Location: Erwin 221D

Attendees from the committee: Laurie Cook (phone), Darlene Necaster, Ed Beary, Anne Baldwin, Harold Hoops (acting chair for meeting), Kevin Militello, Chuck Reyes

Absent/excused: Eric Helms, Ming Mei Chang, Leah Fletcher (service completed)

Call to Order: 2:04PM

### I. Meeting Minutes from Last Meeting

**A motion was made to accept the minutes from the last IBC meeting (1/15/2014) after changing Laurie's last name from Cooke to Cook. 5 yes, 0 no**

### II. Modification of Project Registration Form and Short Update Form

Harold Hoops made the minor changes to both the project registration form and the short update form as described in the 2014 meeting minutes, but sent out the older forms for this years' submissions. We will use the modified forms going forward.

There were no motions made.

### III. Leah Fletcher

Leah Fletcher's service on the IBC has come to an end. The committee discussed the need for a new outside community member. Chuck Reyes suggested he could ask Joan Ellison, the Director of the Livingston County Health Department, for ideas. Anne Baldwin mentioned the new outside committee member would be appointed as volunteer of the college.

**A motion was made to thank Leah Fletcher for her service. 5 yes, 0 no**

### IV. Discussion of BSC certification

Harold Hoops discussed the current status of the laminar flow hoods in the ISC. There are 10 laminar flow hoods, and the hoods are due for annual inspection. There are two laminar flow hoods in teaching laboratories that Harold Hoops recommends that we do not certify as a cost savings measure (ISC 203 and ISC 206 Physiology laboratories). There are two hoods in teaching laboratories (ISC 302 and ISC 304) that are used for product protection and not necessarily personal protection. There was a discussion on whether these hoods can be inspected every other year or so. There was a discussion of the labeling laminar flow hoods that are not inspected as "product protection only" or "product protection: NO BSL-2" (see additional items at end of the minutes).

There was a brief discussion on the cost of laminar flow certification. Our current quote does not include the hood in the Biology BSL-2 room (ISC 305A). This hood must be added to the current quote.

No motions were made.

#### V. Staff Training

Harold Hoops gave two training sessions on biohazard safety for the custodial staff and core and mechanical supervisors on 2/24/2014. It was mentioned that custodial staff are responsible for floor cleaning and are instructed not to handle any material with a biohazard safety symbol on it.

No motions were made.

#### VI. BSL-2 Inspections

Harold Hoops did not inspect the two BSL-2 laboratories in the ISC (ISC 305A and 327B) as they would fail without current laminar flow hood certification. Once the hoods are certified, Harold will perform the inspections.

No motions were made.

#### VII. Laboratory Registration Forms

The committee analyzed the project registration forms for numerous faculty projects.

Jennifer Apple

**There was a motion to accept the Apple proposal (short form). 5 yes, 0 no**

Travis Bailey

**There was a motion to accept the Bailey proposal (short form). 5 yes, 0 no**

Sid Bosch

**There was a motion to accept the Bosch proposal (short form). 5 yes, 0 no**

Ming Mei Chang

**There was a motion to accept the Chang proposal (short form). 5 yes, 0 no**

Note: there are no students listed on the form as she does not currently have students working in the laboratory. The form is not signed as well. Harold will get a signature.

Elizabeth Hutchison

**There was a motion to accept the Hutchison proposal (short form). 5 yes, 0 no**

Janice Lovett

**There was a motion to accept the Lovett proposal (short form). 5 yes, 0 no**

Note: Janice did not sign the form. Harold will get a signature.

Kevin Militello

**There was a motion to accept the Militello proposal (short form). 5 yes, 0 no**

Jani Lewis

**There was a motion to accept the Lewis proposal (long form) contingent on updating the personnel section, the laminar flow certification date and clarifying the need for aerosol protection. 5 yes, 0 no**

Wendy Pogozeleski

**There was a motion to accept the Pogozeleski proposal (long form) contingent on updating the laminar flow certification date. 5 yes, 0 no**

Note: the cell line in the proposal is uncharacterized and will be used at BSL-2. Also, Wendy did not sign the project registration form.

Robert Simon

Robert did not submit a proposal form.

### VIII. Project Registration Form Signing

There was a discussion of whether principal investigators had to sign the project registration form manually, versus an electronic signature or typed signature.

**There was a motion to require a handwritten, non-electronic signature. 5 yes, 0 no**

Meeting Adjourned: 2:41 PM

Minutes by Kevin Militello

### Misc Topics

The following is a list of cleaning procedures for janitorial staff from Harold Hoops. It was discussed briefly in the meeting (see section V), but Harold Hoops requested that the material is added to the document.

Cleaning:

- 1) The investigators are responsible for decontamination of the BSL-2 facilities as established in their SUNY Geneseo Institutional Biosafety Committee Biosafety Registration Form.
- 2) For routine cleaning, the cleaning crew is responsible only for the floor of the BSL-2 facilities. Investigators are responsible for cleaning all surfaces and for the Biological safety cabinet. Investigators will also move any regular (non-biohazard) trash out of the rooms.
- 3) The cleaning crew should not move any equipment or storage with a biohazard tag.
- 4) Please contact the main faculty user before any major "Spring cleaning" of the BSL-2 rooms. For room ISC 305A, please contact Jani Lewis ([lewisj@geneseo.edu](mailto:lewisj@geneseo.edu), 245-5310) For

room ISC 327B please contact Dr. Wendy Pogozelski ([pogozels@geneseo.edu](mailto:pogozels@geneseo.edu), 245-5453). The investigators will move any Biohazard trash receptacle or any other potential source of contamination off the floor to allow cleaning.

The following is a list of signs Harold Hoops will use to label laminar flow hoods that have not been certified (text from Harold Hoops). This topic was discussed briefly in the meeting (see section IV), but Harold Hoops requested that the material is added to the document.

Harold Hoops will place a sign on the physiology laminar flow hoods (ISC 203 and ISC 206). "Caution. Not for use for biological containment unless re-certified. Not for use for any BSL-2 work".

Harold Hoops will place a sign on the ISC third floor laminar flow hoods in ISC 302 and ISC 304. "Caution. Not for use for biological containment or operator protection from microbiological pathogens unless certified in the last 12 months. Not for use for any BSL-2 work."