

**Cornell University Institutional Biosafety Committee**  
**Policy and procedures of the proceedings of convened meetings**

**Policy:**

1. **Documentation:** All proceedings of a convened meeting of the IBC are recorded and salient aspects of the meeting are documented in the form of Meeting minutes.
2. **Content:** Minutes are intended to contain sufficient information that a reasonable person could understand the nature of the discussion. 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. Accordingly, the Meeting Minutes will reflect the following details:
  - a. Conflict of Interest Statement
  - b. The time and place of the meeting
  - c. Members (voting members, non-voting members, guests) in attendance
  - d. Ratification of the minutes from the previous meeting
  - e. Discussion of policies, informational or training materials relevant to the IBC
  - f. Any incidents of exposure or noncompliance with the IBC requirements.
  - g. Outcomes of laboratory inspections and lab visits by the Institutional BioSafety Officer.
  - h. Discussion and vote on the research activities described in the MUAs under review:
    - i. Identified by MUA number and title
    - ii. Major discussion points and rationale for decisions
    - iii. NIH classifications if research involves recombinant or synthetic nucleic acid molecules
    - iv. Biosafety Containment Level
    - v. Blood borne pathogen training status if needed
    - vi. All major motions, major points of order, and whether motions were approved
  - i. Time of meeting adjournment.
3. **Ratification:** Draft versions of the Meeting minutes are made available to IBC members in sufficient time for them to review for accuracy and completeness. Minutes are ratified at a subsequent meeting of the IBC and approved by a majority vote of the members who were in attendance at the meeting whose minutes are under discussion.
4. **Retention:** Meeting minutes are kept in file for three years after which they may be securely destroyed.

**Procedures:**

1. The IBC Administrator records the meeting proceedings and develops the draft meeting minutes.
2. Meeting minutes are sent to IBC members a week in advance of the next IBC meeting.
3. Once ratified the final signed copy of the minutes is kept on file with the Office of Research Integrity and Assurance (ORIA).
4. Meeting minutes are made available to the public in accordance with the NIH guidelines.