

[NIH Strengthens Transparency Measures for Institutional Biosafety Committees](#)

**Meeting Agenda | IBC Committee**  
**Bigelow Laboratory for Ocean Sciences**

Thursday, April 17, 2025

02:30 pm – 03:30 pm

Virtual Zoom Meeting ([Zoom Link](#))

Members:

Co-Chairs: José A. Fernández Robledo (*scientist*), Adam Smart (*EH&S Officer*)

*Qualified Technical Staff*: Peter D. Countway, David Emerson, Benjamin “Jay” Wheeler

*Local Community Members* (minimum of 2): Andrea Levinsky (Portland Public Schools), Alyssa Mitchell (Boothbay Region Elementary School)

Attending:

Apologies:

1. **Introduction committee members [10 min]**
2. **IBC purpose and responsibilities [10 min]**
  - a. Training (Adam)
  - b. NDA for Local Non-Affiliated (Beth, José)
  - c. New NIH IBC Minutes and Rosters Memorandum (José)
  - d. Meeting frequency
3. **Introduction to IBC charter [25 min] (José)**
  - a. Review draft (organization, times, suggestions)
  - b. Design new forms/webpage (e.g.,
  - c. Assign action items to committee members as needed
4. **IBC Example [10 min]**
  - a. rstepanaukas\_250404-1Stepanaukas\_IBC\_Borellia
5. **Other business**
  - a. None
6. **Documents:**
  - a. IBC Committee\_Charter\_v04 (approved)
  - b. IBC Charter\_v01 (this meeting)
  - c. IBC-Protocol-01072020-Form (e.g., UGA)
  - d. IBC rstepanaukas\_250404-1Stepanaukas\_IBC\_Borellia
  - e. New NIH IBC Minutes and Rosters Memorandum
7. **Action Items:**
  - Read the documents
  - Assign action items to committee members as needed



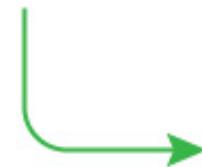
Bigelow Laboratory for Ocean Sciences  
IBC Flow Chart  
6 March 2025

Institutional Biosafety Committee  
(IBC)

Opportunity  
(OPP)



Co-chairs



New  
Project

On going  
Project



Co-chairs



Bigelow IBC Committee Meeting  
17 April 2025 2:30-3:30

Attendees: Adam, José, Beth Orcutt, Dave Emerson, Pete Countway, Alyssa, Andrea

Agenda:

1. Introductions
2. Committee training requirements
3. NDA for committee members
4. New NIH requirement for meeting minutes
5. Meeting schedule and frequency
6. IBC charter review
7. Proposal review practice

Notes:

1. Members introduced themselves.
2. Adam discussed the training requirements for committee members, and José explained why we need this committee and its mission.
3. José and Beth explained why NDAs are needed for this committee.
4. Adam explained the new requirement to the committee and will record min and send them to José. These minutes need to be displayed publicly.
5. José explained that we anticipate having 2 meetings per year, with 1 occurring 1 month prior to the NIH report. There could be situations based on proposals that require a meeting outside the 2 meetings per year.
6. The committee reviewed the charter and discussed the flow chart for the proposal process.
7. The committee reviewed an old proposal. This gave members a chance to see what it looks like and ask questions about the process.

Meeting adjourned at 3:35

Next meeting: TBD