



Institutional Biosafety Committee (IBC) – SOP

IBC Meeting and Minutes Procedures

IBC Meetings

- The IBC will typically hold monthly meetings on the second Wednesday of each month.
- If there are no protocols requiring full committee review, the meeting may be cancelled.
- If there is an urgent matter to discuss which cannot wait until the next regular meeting, a special meeting may be held.
- Meetings will be held in person or via videoconferencing, such as Microsoft Teams.
- In accordance with the [NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#) (NIH Guidelines), IBC meetings are open to public attendance. Members of the public are welcome to attend the open portions of the meeting in which research subject to the NIH Guidelines is discussed. The Institution reserves the right to restrict access to any closed portion of the meeting, which may include discussions involving research activities that do not fall under the NIH Guidelines, or items listed below. Each member of the public who wishes to attend must submit a request for meeting details to VPR_IBC@colostate.edu a minimum of seven days prior to the scheduled meeting date.
- Under certain circumstances, sensitive matters which are NOT related to research subject to the NIH Guidelines, may be discussed during closed session. At the discretion of the IBC Chair and/or Biosafety Officer, portions of the meeting may be closed. Circumstances warranting a closed session, include:
 - Discussions involving proprietary and/or trade secret information
 - Discussions that may involve institutional or national security
 - Discussions involving personal matters, such as
 - health or medical information
 - disciplinary actions

IBC Meeting Minutes

- Meeting minutes will be drafted by IBC staff members for each convened IBC meeting.
- Draft IBC meeting minutes are reviewed by the full IBC for corrections and approval. This typically occurs during the next regularly scheduled monthly meeting, however, may be delayed to a later meeting due to extraneous circumstances.
- As required by [NOT-OD-25-082](#), approved meeting minutes from all IBC meetings occurring on, or after June 1, 2025, will be posted publicly on an institutional website immediately after the following have been completed:
 - Approved IBC meeting minutes will be reviewed for redactions by CSU Office of General Counsel (OGC) prior to posting.
 - Allowable redactions include, security, proprietary or private information, for example:
 - All locations
 - Personnel who are NOT PIs, committee members or compliance staff
 - trade secret information and other confidential commercial information
 - items discussed during closed session

- Minutes from meetings prior to June 1, 2025 will be made available upon request and are subject to the same redactions listed above.