

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Public Request for and Redaction of IBC Minutes		
SOP Number: IBC-PP-024	Revision Number: 3	Section: Biosafety
Author: Patricia Cox		Effective Date: 8/18/10

1. Purpose

- 1.1. This procedure refers to IBC business only.
- 1.2. The purpose of this procedure is to describe the process for handling requests for meeting minutes and redaction of those minutes.

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IBC: Institutional Biosafety Committee
- 2.3. PI: Principal Investigator

3. Responsibilities and Authorities

3.1. Biological Safety Officer

- 3.1.1. May receive requests for meeting minutes;
- 3.1.2. Sends request to General Counsel and notifies IBC Chair;
- 3.1.3. Processes, redacts and sends copies of the minutes to General Counsel.

3.2. IBC Chair

- 3.2.1. May receive requests for meeting minutes;
- 3.2.2. Sends request to General Counsel and notifies BSO;
- 3.2.3. May assist with redaction.

3.3. General Counsel

- 3.3.1. Follows University Policy 06.04;
- 3.3.2. May assist with redaction.
- 3.3.3. Sends copies of minutes to requestor.

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4. Items Needed

4.1. Monthly IBC minutes

5. Procedure

5.1. Any request from the public for copies of IBC minutes are forwarded to General Counsel as per University policy 06.04 Public Records Request Procedures;

5.2. Criteria for Redaction

5.2.1. Information that compromises the safety and security of MSU personnel, research and/or intellectual property, the institution or the nation will be redacted. Examples include but are not limited to:

5.2.1.1. trade secret information;

5.2.1.2. other confidential or proprietary commercial information;

5.2.1.3. personal information about IBC members (home telephone numbers, home address);

5.2.1.4. locations of laboratories, animal facilities and offices;

5.2.1.5. location of biohazardous materials;

5.2.1.6. personal information about the PI;

5.2.1.7. specific details regarding animal experimentation including the names of PIs performing animal research;

5.2.1.8. PIs under investigation for possible noncompliance;

5.2.1.9. specific information whose disclosure would compromise institutional or national security.

6. Associated SOPs

6.1. None

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7. Associated Forms

7.1. None

8. References

8.1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* Section IV-B-2-a-(7)

8.2. May 14, 2004 Memo from OBA/NIH

8.3. February 23, 2007 Memo from OBA/NIH

8.4. Mississippi State University Policy 06.04 Public Records Request Procedures

9. Revision History

9.1. Revised 4/3/2013 and approved 5/15/2013

9.2. Revised 1/6/15 and approved 2/18/2015

9.3. Revised 7/28/15 and approved 9/16/2015

10. Approvals

Reviewed by: _____ Date Reviewed: _____
Biological Safety Officer

Approved by: _____ Date Approved: _____
IBC Chair