



## Minutes of the Institutional Biosafety Committee

**Institution:** Institute for Systems Biology

**Location:** 401 Terry Ave N, [REDACTED], Seattle, WA 98109

**Date:** 15SEP2025

**Time:** 2:00 p.m.

**Institute for  
Systems Biology**

401 Terry Ave N  
Seattle, WA 98109

isbscience.org

**Science  
Transforming  
Health**

Members Present	Members Absent
<ul style="list-style-type: none"> <li>• [REDACTED], Chair</li> <li>• [REDACTED], EH&amp;S Manger and Voting Contact, Secretary</li> <li>• [REDACTED], Local / Non-Affiliated; Associate BSO of Fred Hutchinson Cancer Research Center, BSO</li> <li>• [REDACTED], Lab Representative and Bacterial Expert</li> <li>• [REDACTED], Local / Non-Affiliated; Plant Expert</li> </ul>	<ul style="list-style-type: none"> <li>• [REDACTED], Animal Expert</li> </ul>

- I. *Quorum*
  - i. The IBC has 6 voting members, and 5 members are required to conduct business.
  
- II. *Call to Order*
  - i. The Secretary called the meeting to order at 2:05 p.m.
  
- III. *Conflicts of Interest*
  - i. The Chair reminded all members present to identify any conflicts of interest as each registration is reviewed.
  - ii. *Section IV-B-2-a-(-4) of the NIH:* “No member of an Institutional Biosafety Committee may be involved (except to provide information requested by the Institutional Biosafety Committee) in the review or approval of a project in which he/she has been or expects to be engaged or has a direct financial interest.”
  
- IV. *Review and Approval of Previous Meeting Minutes*
  - i. The IBC has not been reviewing and approving previous meeting minutes. To be in compliance with ISB policy and NIH requirements, the IBC will review and approve meeting minutes going forward.
  
- V. *Review of Prior Business:*
  - i. Updates were requested of all confirmed active projects at ISB to complete a 3-year review. Only updates to personnel were reported on any active projects.



VI. *New IBC Registrations and Amendments for Review:*

- i. none

VII. *Administrative Updates / Items for Review:*

- i. [REDACTED], Plant Expert: [REDACTED] was unable to attend this meeting due to a pre-scheduled commitment. [REDACTED] will be briefed with any meeting details, including meeting minutes to review.
- ii. [REDACTED], formerly Compliance Expert, is no longer an employee of ISB and will no longer serve as the Compliance Expert for the IBC. [REDACTED] has been removed from the RMS system and the charter has been updated.
- iii. It was discussed that a method to determine how to break a tied vote due to an even number of committee members should be explored and possibly added to the charter.
- iv. Any new or incoming committee members will first be submitted to Faculty for review and approval prior to being added to the IBC.
- v. Required compliance trainings to include BBP via the newly adopted CITI program will be reviewed and updated if needed to ensure they meet NIH guidelines for compliance.
- vi. Jake White will assist with BSO duties and BSO reviews for incoming IBC project proposals.
- vii. The ISB IBC Project Review Form will be reviewed by all IBC members. Members will provide feedback on edits aimed to make the form clearer and more concise for individuals completing the form. The Secretary will complete the provided edits.
- viii. Meeting minutes will be drafted by IBC Secretary, then distributed to IBC members before the next meeting. During the meeting, the minutes will be reviewed and, if necessary, updated. Once approved by the IBC, the IBC Chair will sign the meeting minutes.
  - i. Once the meeting minutes are signed by the Chair, the Secretary will redact the meeting minutes per ISB policy, then send to Legal/Compliance for review before posting to the ISB website.

VIII. *Adjournment:*

- i. The Chair moved to adjourn the meeting at 2:30 p.m.
- ii. The ISB IBC Charter states that the IBC must meet annually. If no projects are submitted, this will be the last IBC meeting for 2025 and the IBC will reconvene in 2026.



X  DocuSigned by:  
  
IBC Chair

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