

## **Institutional Biosafety Committee (IBC) Policy on Conduct of Meetings in Open Session**

- 1.0 Purpose:** The purpose of this Institutional Biosafety Committee (IBC) policy is to provide information on IBC meetings and that they are to be conducted in an open session, unless otherwise noted.
- 2.0 Scope:** This policy applies to all members of the University of Wisconsin-Madison Institutional Biosafety Committee, UW-Madison Office of Biological Safety, UW-Madison Principle Investigators, and UW-Madison employees and staff.
- 3.0 Related Documents:**
- University of Wisconsin-Madison, Office of Biological Safety (OBS) - Institutional Biosafety Committee (IBC) Handbook.
  - U.S Department of Health and Human Services, National Institutes of Health (NIH) - NIH Guidelines for Membership and Procedures, Section IV-B-2-a-(6).
- 4.0 Definitions:** Not Applicable.
- 5.0 Role(s) and Responsibilities:** Not Applicable.
- 6.0 Policy:** All business conducted in IBC meetings, including the review of research protocols, shall be publicly noticed and conducted in open session, except that the following matters may be discussed in closed session as permitted or required by the Wisconsin Open Meetings law:
- a. Review of research protocols and related matters involving USDA/CDC Select Agents.
  - b. Discussion of investigatory and personnel matters prior to their conclusion.
  - c. Review of protocols and related materials that contain proprietary information as established by the investigator.
  - d. Conferring with legal counsel.

**7.0 Document Revision:**

Revision History		
Revision Number	Revision Date	Description of Revision
1		
2		

*Original signed & dated Policies are retained by the Office of Biological Safety*

Signature  
Professor Susan West, IBC Chair

Date  
06/23/2010