



Cornell University
Office of
Research Integrity and Assurance

Institutional Biosafety Committee
Cornell University
395 Pine Tree Road
Suite 320
Ithaca, NY 14850
t. 607-255-7219
f. 607-255-0758
email. cu_ibc@cornell.edu

Cornell University
Institutional Biosafety Committee
Policy on redaction of minutes of convened meetings of the Cornell IBC

1. Policy:

Cornell University IBC is committed to meeting the expectations of transparency and public access to information about research with *Recombinant and Synthetic Nucleic Acids (r/sNA)* while at the same time ensuring privacy and protection of proprietary interests of the institution.

IBC meetings will be conducted and its proceedings will be documented in a manner that effectively documents how the IBC is meeting the performance expectations of the NIH Guidelines as well as allows for the institution to protect its property, personnel and proprietary interests.

2. Applicability:

Research with r/sNA: Cornell IBC is responsible for providing oversight over research conducted with r/sNA and other biohazardous materials. Since the NIH Guidelines apply only to research with r/sNA, the projects and activities that do not involve the use of these materials are not subject to the public access requirements. Therefore all information related to activities not involving r/sNA will be redacted from the meeting minutes.

Conduct of meetings: Cornell IBC meetings are open to the public and are advertised in the local newspapers in sufficient time to allow interested members of the public to attend. Any member of the general public who wishes to attend an IBC meeting will be welcome to do so for the portion of the meeting that involves discussion of research with r/sNA. The Institution reserves the right to restrict access to any other portion of the meeting and discussion.

Information released to the public upon request:

- Names of guests and IBC members present at meetings.
- Statement that members recuse themselves from discussion/voting due to a conflict of interest.
- Basic information related to risk assessment and containment levels required by the NIH Guidelines for proposed research.
- Voting statistics

- Meeting minutes are made available to the public only after they have been ratified by the IBC.

Information restricted to protect institutional property, personnel and proprietary interests and therefore not released to the public:

- Home telephone numbers and home addresses of IBC members
- Trade secret or other confidential information
- Laboratory locations
- Proprietary information received from sponsors of clinical gene transfer studies
- Proprietary information received from investigators with patents pending.

3. Procedures to request and provide information:

Requests from members of the public should be directed to the Director of the Office of Research Integrity and Assurance (ORIA). All such requests will be handled expeditiously. Upon receiving such a request from the public, the Director of ORIA in consultation with the appropriate institutional officials and Office of General Counsel, will respond in a timely manner, consistent with any redaction policy noted above. If public comments are made on Institutional Biosafety Committee actions the Director of ORIA will forward all such comments and the institution's response to the NIH Office of Biotechnology Activities at the below address:

National Institutes of Health
6705 Rockledge Drive, Suite 750, MSC 7985
Bethesda, MD 20892-7985 (20817 for non-USPS mail)

4. Regulatory Background:

The *NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acids* (NIH Guidelines) require that IBC minutes and documents related to the review and conduct of research with r/sNA materials be made available to the public on requestⁱ, to but make allowance for the protection of privacy and proprietary interests. The NIH Office of Biotechnology Activities has issued two documents pertaining to minutesⁱⁱ.

ⁱ Sections (IV-B-2-a-6) ND (IV-B-2-a-7) of the [NIH Guidelines](#)

ⁱⁱ Q&A 5/14/04 (http://oba.od.nih.gov/oba/ibc/IBC_Minute_Q_A.pdf) ; Guidance Memo 2/23/07 (http://oba.od.nih.gov/oba/ibc/IBC_Minutes_Guidance_Feb_23_2007.pdf)