



INSTITUTIONAL BIOSAFETY COMMITTEE

PUBLIC NOTIFICATION INSTITUTIONAL BIOSAFETY COMMITTEE

The University of South Carolina receives research funding from the National Institutes of Health (NIH). As a condition for NIH funding of recombinant DNA research, institutions shall ensure that such research conducted at or sponsored by the institution, irrespective of the source of funding, shall comply with the *NIH Guidelines (Section I-D., Compliance with the NIH Guidelines)*. The NIH system of oversight for recombinant DNA research described in the *NIH Guidelines* is based on expectations of transparency and public access to information about recombinant DNA research activities. The *NIH Guidelines* state the following requirements regarding public access to convened meetings and minutes of IBC meetings:

- When possible and consistent with protection of privacy and proprietary interests, the institution is encouraged to open its Institutional Biosafety Committee meetings to the public.
- Upon request, the institution shall make available to the public all Institutional Biosafety Committee meeting minutes and any documents submitted to or received from funding agencies which the latter are required to make available to the public.

All IBC meetings will be open to the public. The university's IBC website will include a posting of meeting dates, times, and locations. The IBC may request a member of the public to be temporarily dismissed from the meeting for a short time if any private or proprietary information is discussed.

The university will also make available to the public all IBC meeting minutes. The university's IBC files an annual report with the NIH which includes a committee roster and biographical sketches of members. Thus, under the *NIH Guidelines*, our IBC will also make rosters and biographical sketches that have been submitted to NIH available to the public upon request. Since minutes are a record of the meeting, the university may redact private or proprietary information from these documents before making them available to the public. Some examples of information that may be redacted include trade secret information, home telephone numbers and home addresses of IBC members, and specific information whose disclosure may directly compromise the university or national security.

The university requests that you contact USC's Biosafety Officer if you would like copies of meeting minutes or plan to attend a scheduled IBC meeting. Meeting minutes can be sent to a member of the public by U.S. mail or email and the requestor should specifically indicate the meeting minutes that are being requested. USC's Biosafety Officer may be contacted directly at mrobbins@mailbox.sc.edu.

Sincerely,

Institutional Biosafety Committee, University of South Carolina