

# Oklahoma State University Institutional Biosafety Committee

## Access to IBC Meetings & Meeting Materials

### I. Purpose

In accordance with the [NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#) (NIH Guidelines), the Oklahoma Open Meeting Act, and the Oklahoma Open Records Act, Oklahoma State University (OSU) will provide the public with access to information (e.g., meeting minutes and other documentation) regarding Institutional Biosafety Committee (IBC) review of research involving recombinant and/or synthetic nucleic acids, as well as other biohazardous materials. This document outlines the procedures OSU will follow when providing access to IBC meetings and meeting materials.

All requests for access to or copies of IBC meeting minutes and associated documents will be referred to and coordinated with the OSU Office of Communication Services.

### II. IBC Meetings

OSU IBC meetings are open to the public and are announced on the Office of University Research Compliance website and the Biosafety Office [webpage](#). Members of the public who wish to attend IBC meetings are welcome to do so. However, the OSU IBC retains the right to restrict access to portions of the meetings during which sensitive or proprietary research is discussed.

### III. IBC Meeting Materials

The proceedings of IBC meetings will be sufficiently recorded to show that the IBC is meeting the requirements of the NIH Guidelines. Upon request, OSU will make all IBC meeting minutes and associated documents available to the public, although some information may be redacted as allowed under the Oklahoma Open Records Act and the NIH Guidelines (e.g., private for proprietary information, etc.). Information that may be redacted from these records includes:

- personal information of OSU researchers and/or IBC members (e.g., home addresses, phone numbers, etc.);
- locations of laboratories and animal research facilities;
- proprietary research information, trade secrets, or confidential commercial information;
- medical information protected by HIPAA; and
- information regarding the possession, storage, and use of select agents that may compromise institutional security

### IV. Comments from the Public

If public comments are made on OSU IBC actions, OSU will forward both the public comments and the IBC's response to the NIH's Office of Biotechnology Activities (OBA).