

**Syracuse University**  
**Institutional Biosafety Committee**  
**Guidelines for Public Attendance and the Request for IBC Minutes**



In agreement with the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acids* (NIH Guidelines), Syracuse University's Institutional Biosafety Committee (IBC) meetings are open to the general public<sup>1</sup> and all IBC meeting minutes and any documents submitted to or received from funding agencies are publically available<sup>2</sup>.

For information regarding IBC meeting dates, or to request a copy of IBC meeting minutes contact Tim Coughlin, Biological Safety Officer (BSO), at [tmcoughl@syr.edu](mailto:tmcoughl@syr.edu). The BSO will submit the request to the General Counsel for approval, notify the IBC Chairperson and distribute IBC minutes to the requestor. IBC meeting minutes are prepared with sufficient detail to demonstrate how the IBC is meeting the performance expectations of the NIH Guidelines.

To protect the security of personnel, intellectual property and proprietary interests, the IBC reserves the right to redact the following information from IBC minutes released to the public:

1. Locations of laboratories and animal facilities;
2. Locations of hazardous materials;
3. Researcher information, other than the principal investigator;
4. Private information of IBC members (e.g. home address);
5. Potentially patentable subject matter;
6. Information whose disclosure would directly compromise Institutional or national security.

For more information regarding the NIH Guidelines, please visit:

[https://osp.od.nih.gov/wp-content/uploads/NIH\\_Guidelines.html](https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.html)

---

<sup>1</sup> Section IV-B-2-a-(6) NIH Guidelines

<sup>2</sup> Section IV-B-2-a-(7) NIH Guidelines