

 <p>Carnegie Mellon University Environmental Health &amp; Safety FIRE   LAB   WORK</p>	<p>Environmental Health and Safety Public's Request for Minutes and Comments Regarding the Institutional Biosafety Committee - Guideline</p>
<p>Date of Issuance: April 2013</p>	<p>Revision Date: 1/19/2024</p>
<p>Revision Number: 1</p>	<p>Prepared by: EHS</p>

### 1. Purpose

This policy addresses the requirements of Section IV-B-2-a-(7) of the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acids (NIH Guidelines)*. For more information on the *Guidelines*, please see the [NIH Guidelines](#).

### 2. Policy

Carnegie Mellon University's Institutional Biosafety Committee will, upon request, make available to the public all Institutional Biosafety Committee meeting minutes and any documents submitted to or received from funding agencies. To obtain these documents, please contact the Biological Safety Officer at (412)268-8182. If public comments are made on Carnegie Mellon University's Institutional Biosafety Committee actions, Carnegie Mellon University will forward both the public comments and the Institutional Biosafety Committee's response to the Office of Biotechnology Activities, National Institutes of Health, 6705 Rockledge Drive, Suite 750, MSC 7985, Bethesda, MD 20892-7985 (20817 for non-USPS mail), 301-496-9838, 301-496-9839 (fax).

### 3. Revisions

Date	Documented Changes	Initials
2/18/2021	Updated Format and Accessibility Update	MAS
1/19/2024	Reviewed – no updates necessary	AL