

From: [Judith Foster](#)
To: [Cynthia White](#); [David A Armanini](#); [Dawn Carter](#); [Gary Skuse](#); "[Harman, Jennifer](#)"; [Jennifer Liedkie](#); [Judith Foster](#); [Kim Corbett](#); [Paul Craig](#); [Richard Doolittle](#); "[Sara Knowlden](#)"; [Viet Le](#); [Vinay Abhyankar](#); "[Wade Narrow](#)"
Subject: April 15, 2019 IBC - Meeting Minutes
Date: Tuesday, April 16, 2019 1:12:00 PM
Attachments: [IBC_form_Thomas_lab_BenHall_BreanneLaber4-4-19.pdf](#)
[IBCProjectRegistrationFormv5-1 \(2\) \(1\).pdf](#)

Attendees: Jennie Liedkie, Dawn Carter, Dick Doolittle, Jennifer Harman, Gary Skuse, Kim Corbett, Vinay Abhyankar, Paul Craig, Judy Foster

From: Judith Foster
Sent: Monday, April 15, 2019 5:50 AM
To: Cynthia White <clwehs@rit.edu>; David A Armanini <daaehs@rit.edu>; Dawn Carter <dxcsse@rit.edu>; Gary Skuse <grssbi@rit.edu>; Harman, Jennifer <Jennifer_Harman@URMC.Rochester.edu>; Jennifer Liedkie <jslsbia@rit.edu>; Judith Foster <jafehs@rit.edu>; Kim Corbett <kacsbi@rit.edu>; Paul Craig <pac8612@rit.edu>; Richard Doolittle <rldsbi@rit.edu>; Sara Knowlden <Sara_Knowlden@URMC.Rochester.edu>; Viet Le <vqlntm@rit.edu>; Vinay Abhyankar <vvabme@rit.edu>; Wade Narrow <Wade_Narrow@urmc.rochester.edu>
Subject: FW: IBC Meetings April 15, 2019 IBC Committee Agenda (UPDATED)

From: Judith Foster
Sent: Friday, April 12, 2019 10:21 AM
To: Paul Craig <pac8612@rit.edu>; 'Sara_Knowlden@URMC.Rochester.edu' <Sara_Knowlden@URMC.Rochester.edu>; Cynthia White <clwehs@rit.edu>; David A Armanini <daaehs@rit.edu>; Dawn Carter <dxcsse@rit.edu>; Gary Skuse <grssbi@rit.edu>; Harman, Jennifer <Jennifer_Harman@URMC.Rochester.edu>; Jennifer Liedkie <jslsbia@rit.edu>; Kim Corbett <kacsbi@rit.edu>; Richard Doolittle <rldsbi@rit.edu>; Viet Le <vqlntm@rit.edu>; Vinay Abhyankar <vvabme@rit.edu>; Wade_Narrow@urmc.rochester.edu
Subject: IBC Meetings April 15, 2019 IBC Committee Agenda

075 - CBT-3157 Conference Room
11-Noon

Agenda:

1. Review Julie Thomas' IBC project form: pnCasPA-BEC plasmid
 - The committee approved Julie's project as a BSL-2. Dick signed off as the IBC reviewer. Cindy White will need to work with Julie to complete the lab inspection portion of the form.
2. Review Irene Evans' IBC project form:
HeLa cells, A549 cells, C4-2 cells, PC-3 cells, LNCAP cells, MDA-MB-231 cells, (All are

human cancer cell lines) Also, CHO (Chinese Hamster Ovary), Glioma (Rat glial cell tumor), 3T3 (Mouse fibroblast cells)

- Dick will be emailing Irene about the committee's concerns with her IBC project form: need to associate cell lines with each of her projects, rat/hamster/mouse are all BSL-1 not BSL-2; human cells are all BSL-2 (need to correct under Table B.1.a), everyone is receiving all the required training courses. (Her lab(s) will be BSL-2 due to human cells)

 - Cindy needs to review the confocal microscopy lab to ensure the proper signage is posted that it is a BSL-2 area

 - Cindy will need to review Irene's lab, after all the changes to her project form are made that are requested by the committee. Also, the committee voiced concerns that the work with gadolinium is being done safely (how is it being handled?) Cindy will review this also.
3. Status of IBC project form – Cindy/Sandi Connelly's meeting
- Sandi & Cindy met to review the current project form. No updates other than Sandi is working on it, plans using Qualtrics software
4. Meetings scheduled on Thursdays 11-Noon, from May 23-July 3, in case of IBC projects to review
- Dick will be sending out an email to the college deans/dept heads/etc. about the IBC summer meeting dates/times/location.

 - Currently the summer meetings are posted on the Biosafety webpage and EH&S sent meeting notices for this series of meetings to the members.

 - The external members will inform the committee who will be assigned to which summer meeting to ensure we will have a quorum if we need to meet.

Summer 2019 –IBC Meetings

Dates: May 23; June 6 and 20; July 11 and 25; August 8 and 15, 2019

Time: 11 AM - Noon

Location: 075 - CBT-3157 Conference Room

5. MTA agreement update

Dave Armanini sent an email to Ryne Raffaele about who will be signing future MTAs.

From Dave's email: " Ryne, I was forwarded the email below from Elizabeth DeBartolo

regarding a student project requiring an MTA which was sent to your office for review and signature. In the past EH&S has signed some of these agreements for the university , so I wanted to ensure that we have an efficient process in place. Per the series of emails below I see that you have agreed to sign the MTA for Beth VanWinkle's project. My question to you is: will all future MTAs be signed by you? If that is the case, the EH&S Department can serve as the contact to notify you that the pending Institutional Biosafety Committee project(s) and/or the chemical(s) of concern have been reviewed and approved. The MTA can then be signed and sent to the recipient of the material(s) so the order can be placed. Please let me know your thoughts. Thanks, Dave A. "

Ryne Raffaele has agreed that he will be signing all future MTAs.

Ryne's response: "Dave, I think we should do exactly as proposed. As the university signatory, I should sign once you give me the go ahead technically and our contracts folks give me the go ahead vis-à-vis the language of the agreement. Thanks, Ryne "

New Business:

- The committee discussed what biological agents/materials really should be reviewed by the IBC committee. (Per NIH guidelines: anything that is possibly pathogenic to humans and recombinant DNA.)
 - Is soil a concern? What plasmids are of concern?
- Judy Foster will invite Julie Thomas & Mary-Anne Courtney to the next/future meeting to have a discussion from their perspective.

Conference call phone number- Only one person can call into the phone number per each meeting.

We can coordinate a cell phone number to call into for an alternative number so more than 1 person can call in if the situation arises.

Conference number to call into: (585) 475-4066

Judy Foster

*Assistant Director of Environmental Health & Safety
Certified Industrial Hygienist, Certified Safety Professional
Global Risk Management Services
Finance & Administration*

Rochester Institute of Technology

office: (585) 475-6270 | fax: (585) 475-7510

jafehs@rit.edu

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