

From: [Judith Foster](#)
To: [Gary Skuse](#); [Richard Doolittle](#); [Vinay Abhyankar](#); [Cynthia White](#); [David A Armanini](#); [Dawn Carter](#); [Harman, Jennifer](#); [Jennifer Liedkie](#); [Kim Corbett](#); [Paul Craig](#); [Sara Knowlden](#); [Viet Le](#); [Wade Narrow](#); [Mary-Anne Courtney](#)
Cc: [Hans Schmitthenner](#); [Maureen Ferran](#); [Michael Savka](#)
Subject: February 6, 2020 IBC Meeting Minutes
Date: Friday, February 07, 2020 9:27:00 AM
Attachments: [Savka_Penix_Project_IBCProjectRegistrationFormv8 \(5\).doc](#)
[NIH Simple Letter Agreement \(2\).docx](#)

Attendees: Jennie Liedkie, Dick Doolittle, Cindy White, Dawn Carter, Paul Craig, Wade Narrow, Viet Le, Judy Foster, Mike Savka, Hans Schmitthenner

See the blue highlighted text for the meeting minute notes.

From: Judith Foster

Sent: Tuesday, February 04, 2020 9:32 AM

To: Gary Skuse <grssbi@rit.edu>; Richard Doolittle <rldsbi@rit.edu>; Vinay Abhyankar <vvabme@rit.edu>; Cynthia White <clwehs@rit.edu>; David A Armanini <daaehs@rit.edu>; Dawn Carter <dxcsse@rit.edu>; Harman, Jennifer <Jennifer_Harman@URMC.Rochester.edu>; Jennifer Liedkie <jlsbia@rit.edu>; Kim Corbett <kacsbi@rit.edu>; Paul Craig <pac8612@rit.edu>; Sara Knowlden <Sara_Knowlden@URMC.Rochester.edu>; Viet Le <vqlntm@rit.edu>; Wade Narrow <Wade_Narrow@urmc.rochester.edu>; Mary-Anne Courtney <mxcsbi@rit.edu>

Cc: Hans Schmitthenner <hfssch@rit.edu>; Maureen Ferran <mcfsbi@rit.edu>; Michael Savka <massbi@rit.edu>

Subject: February 6, 2020 IBC Meeting

Location of Meeting: 075 - CBT-3157 Conference Room

Time: 11 – Noon

Maureen, Hans, Michael: Please attend the meeting if you can. It helps with the PI(s) at the meeting to address questions and to move the project approval process along quicker.

Minutes:

1. Maureen Ferran/Hans Schmitthenner' s project

Hans attended this meeting for Maureen concerning the breast cancer cell portion of the form. See his responses below to the previous (last meeting) IBC questions that he could address.

Maureen's responses to questions from the IBC's review:

- Who is the principal investigator for this project? Hans or Maureen?. Is Maureen a co-PI for this particular project?
- **Maureen & Hans are co-PIs for the cancer cell project.**
- **Maureen need to sign off on the project form also. Pages 12 & 13.**
 - Hans is the PI on the NIH Grant, however I will be responsible for the cell lines and training the students. So guess I am the PI on the biology part of the project in terms of IRB issues.
- Is this the same project that Hans previously submitted? (See his project form that is attached, along with yours). C4-2 and PC3 cells are also noted in Hans' form.
- **Maureen wants to start fresh with new cells and in her lab.**
- **The C4-2 & PC3 cells were already approved via Hans' project form.**

- **Maureen needs to update the form to delete “transferring to Roswell information” under Question K.**
 - It is the same project, but a different aspect. I will be growing the cells at RIT and will not be transferring them to Roswell park, which I believe is what Hans submitted paperwork for.
- Are there students involved with the project? If so, please add their names to question J.2.
 - I have add their names
- **Maureen added names to the newest form that was available for this meeting.**
- Are the cell being transferred to Roswell? If yes, an MTA will have to accompany the cells.
- **Cells will not be transferred to Roswell at this time. There is a new collaboration with the U of R so this may involve transporting cells. If that does happen, the IBC committee needs to know this prior to it happening. Maybe only an addendum to the approved project will be needed. The committee can discuss this.**
 - The cells will have to packaged and transferred according to the instructions that were conveyed to Hans Schmitthenner.
- **Already addressed above**
 - Yes, I am leaving the transfer aspect of this work to Hans since he has submitted the paperwork already. However, we will need to grow the cells for him.
- **Already addressed above**
- Question K needs further clarification. An SOP will also be needed.
- **Maureen needs to write a cell line specific SOP for the IBC committee’s review. The SOPs that were reviewed were not the correct cell line/lab location. The updated SOP needs to be reviewed by the next IBC meeting scheduled for: February 20, 2020 11-Noon.**
 - I believe there is already an SOP on file for use of BSL2 cell lines in my lab (HeLa, PC3, LNCap, etc). I have reattached the SOP here.
- Change the Lab Location from CBT 3130 to 3120 on the IBC project form. There is no Room 3130.
 - I have made this change. **(Updated form was done already)**

Additional discussion item(s):

- **Maureen needs to address what the HEK293T cells are going to be used for. Should this be a separate project form? If they are not related to the cancer project, a separate form is needed.**

2. Michael Savka’s project

- **Mike needed to update Questions K & L. His updated form is attached to this email.**
- **Mike’s project will be BSL1.**
- **No lab inspection is needed.**
- **Cindy White/Dick Doolittle will work through the completion process of approval signatures and the IBC committee approval letter from Dick/IBC Committee.**

3. GLOs discussion about autoclaving - Discussion needed by the committee

In GSOLS, we are having a large discussion over the need to collect and discard gloves and supplies that are being used in a BSL2 lab into autoclave collection areas. Would this include, pipettes, tips, gloves etc? would it be necessary ONLY when dealing with a known BSL 2 organism or if the work is being done IN a BSL2 lab (but not necessarily working with any such organism. In other words, if you are IN the lab designated BSL 2, you must deal with ALL organisms as such .)

- **Discussion was brought forth about the proper disposal of items such as gloves, pipette tips, toweling, etc. Current practices vary but in the past for Dawn's soil project the items were going in the regular trash. This was questioned by other PIs. Currently Dawn is collecting the gloves for disposal with Stericycle. Culture vessels are autoclaved. Cannot autoclave PPE.**
 - **U of R has separate trash receptacles for each BSL level-BSL1 & BSL2. All items go in the appropriate receptacles.**
- **Cindy to research if there are any NIH guidelines on disposal of such items as : gloves, pipette tips, paper toweling, etc.**
- **Further discussion is needed. Judy to add to the agenda for an upcoming meeting.**

4. Material Transfer Agreement form (NIH Simple Letter Agreement)

Approved by Sponsored Research. Use for all projects requiring a MTA?

- **Judy informed the committee that Sponsored Research approved the attached MTA form.**
- **Judy to put the MTA form on the Biosafety webpage**

5. Any other topics?

- **Mike Schrlau has ordered human lung cells from ATCC under Kim Corbett's account**
 - **An IBC project form is needed by Mike Schrlau. Cindy White emailed Mike Schrlau to complete a form**
 - **Kim emailed Mike Schrlau that they cannot use Kim's account for ordering cells.**

Conference phone number, if needed: 475-4066 (PLEASE LET US KNOW I YOU ARE CALLING IN SO WE CAN HOOK UP THE PHONE)

Judy Foster, CIH CSP

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