

From: [Judith Foster](#)
To: [Cynthia White](#); [David A Armanini](#); [Dawn Carter](#); [Gary Skuse](#); [Harman, Jennifer](#); [Jennifer Liedkie](#); [Judith Foster](#); [Kim Corbett](#); [Mary-Anne Courtney](#); [Paul Craig](#); [Richard Doolittle](#); [Sara Knowlden](#); [Viet Le](#); [Vinay Abhyankar](#); [Wade Narrow](#)
Cc: [Hans Schmitthenner](#); [Karin Wuertz-Kozak](#)
Subject: IBC Committee meeting - December 12, 2019 IBC Meeting Minutes
Date: Friday, December 13, 2019 1:46:00 PM
Attachments: [IBCProjectRegistrationFormv8 \(HS 12-10-2019\).docx](#)
[SOP_BSLII_WuertzLab_V1_12_09-2019.pdf](#)
[IBCProjectRegistration_WuertzLab.pdf](#)
[Dawn Carter Plant Molecular Biology IBCProjectRegistrationFormv8.doc](#)
[Dawn Carter BIOL_122 IBCProjectRegistrationFormv8.doc](#)
[draftProtocolForCalfEyeProcessing.docx](#)
[calfevePrepIBCProjectRegistrationFormv8.pdf](#)

Attendees: Cynthia White; David A Armanini; Dawn Carter; Gary Skuse; Jennifer Liedkie; Judith Foster; Kim Corbett; Mary-Anne Courtney; Paul Craig; Richard Doolittle; Wade Narrow.
Guests: Hans Schmitthenner and Karin Wuertz-Kozak

Please let me know if any corrections are needed before I file it on the EH&S biosafety webpage.

From: Judith Foster <jafehs@rit.edu>
Sent: Tuesday, December 10, 2019 9:02 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>; Mary-Anne Courtney <mxcsbi@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>
Cc: Hans Schmitthenner <hfssch@rit.edu>; Karin Wuertz-Kozak <kwbme@rit.edu>
Subject: December 12, 2019 IBC Meeting

Location: 75-3157

11 AM - Noon

Agenda-projects to review:

➤ **Hans Schmitthenner's project**

- Hans needs a Material Transfer Agreement (MTA) form to transfer the cells from RIT to Roswell.
 - RIT needs to come up with a RIT version of a MTA form for when PIs need to transfer materials from RIT to other user(s). EH&S will be working on helping to get this form in place. The form will have to be reviewed by RIT legal.
 - Hans needs a form soon so work can be done over the holiday break.
 - Ryne Raffaele signs all MTAs for materials being transferred to RIT.
- Proper transport of the cancer cells as a **Material of Trade** must include the following:
 - Triple packaging:

- **Primary receptacle**-tubes holding biological materials must be leak-proof with parafilm or tape seals to prevent opening during transport.
 - Cannot contain more than 0.5-liter or 0.5-kilograms/receptacle
- **Secondary container**- a durable /water tight, leak-proof container which contains enough absorbent material to hold all liquids in the container. If multiple primary receptacles are to be shipped, they must be individually wrapped within the secondary container.
- **Outer packaging** – a rigid & durable container with at least 1-side that is 4” x 4” in size. Must be marked and labeled and must hold an itemized list of the package contents.
 - Cannot contain more than 4-liters or 4-kilograms
- **Labeling** – outer container must be marked with the following: Biological Substance Category B (UN 3373) label and a biosafety hazard label

- Must be a personal vehicle only, cannot use a public transportation method for transporting. Vehicle must have a spill kit, minimally including: 1 pair of disposable nitrile gloves, safety goggles, absorbent material, and biohazard bag for disposal.
- For further questions about the transport of hazardous materials please call Mike Eveland @ 475-4230 or email him @ mweehse@rit.edu
- Link for additional help(example to refer to):
<http://images.fedex.com/downloads/shared/packagingtips/pointers.pdf>

- Hans needs to write a SOP on the project. ***Described each aspect of the project including: acquisition, use/handling, storage, and disposal.***
- Hans needs to ensure everyone involved in the project needs to take the required EH&S training courses per the IBC project form. Inform Jennie Liedkie to give access to GOS-A361.
- Hans will need to call Public Safety to inform them if anyone will be in the lab over the holiday break. Call 475-3333.
- GOS- A365 has already been inspected so a lab inspection is not needed.
- Dick needs to sign the IBC project form that it has been reviewed by the committee.
- Once the above items are completed, the project form will be approved by Dick Doolittle.

➤ **Karin Wuertz-Kozak’s project**

- Karin needs to update her IBC project form and resubmit it. Humans cell are to be

handled as BSL2. (DONE)

- Dick needs to sign the IBC project form that it has been reviewed by the committee.
- An MTA form will be needed due to collaboration with the U of R.
- Karin will ensure anyone new to the project will receive the proper EH&S training.
- Cindy White will conduct a lab inspection of 73-3081. Karin will inform Cindy White when she is ready.

➤ **Re-review of George Thurston's SOP/form to finalize/approve his project**

- a. Re-review of email sent to the committee about the SOP
 - b. Re-review of 10-28-2019 meeting minutes
- Judy will update George's IBC form to a BSL2 for dissection of the eyes
 - George's freezer needs to contain a biohazard label. Cindy White to provide.
 - COS will determine the proper disposal of the eyes
 - George needs to wear cut resistant gloves during the dissection to avoid potential scalpel stick. Judy to inform George of this and to update the SOP
 - Dick will need to sign of the review of George's IBC project form. Once the above items are done, final approval will be done by Dick.

➤ **Dawn Carter's class experiment projects**

➤ **CRISPR/Cas 9 gene knock out**

- a. Involves a plant tumor cause by *Agrobacterium tumefaciens*, causes crown gall
- b. The lab within the COS greenhouse needs to be labeled/information of this project due to potential concerns it could combine with wild type and become pathogenic. Not a human pathogen concern.
- c. Students are not required to take bioawareness training. Biosafety slides have been added to the RIT lab safety courses that should suffice for this IBC project.
- d. Lab will be a BSL1 area.
 - i. Is the lab labeled with BSL1 signage?
- e. Dawn needs to update the form to note BSL 1 in Table B.1.a. Page 1 of the form also needs to be completed. Please update and resubmit for approval
- f. Project was discussed and Dick can sign off the review of the project and the approval of the project

➤ **CRISPR/Cas 9 gene knock out**

- a. Potential for pathogens to be in the soil and a concern because it is being

- concentrated.
- b. Concerns with immune-compromised individuals and pregnant women, need to limit potential exposure
 - c. Lab will be a BSL2 area because of the unknown nature of the bacterium.
 - i. Is the A261 lab labeled with BSL2 signage?
 - d. Dawn needs to update the form to note BSL2 in Table B.1.a. Page 1 of the form also needs to be completed. Please update and resubmit for approval.
 - e. There was a discussion that flame for sterilization **cannot** be done for this classroom project due to the potential of aerosols being generated.
 - f. Project was discussed and Dick can sign off the review of the project and the approval of the project

Hans & Karin, you are more than welcome to join the committee while we review your projects. We find it very helpful if the PI is there during the review to address any questions that arise. Thanks.

Conference phone number, if needed 475-4066 (please let us know if you are planning to call in so we can hook up the phone)

Judy Foster, CIH CSP

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