

MEETING MINUTES

Institutional Biosafety Committee (IBC) Office of the Vice President for Research

Hampton University

Date: May 16, 2025

Meeting Venue: Conference Room, First floor, William R Harvey Library

Start Time: 1:10 PM

End time: 2:10 PM

IBC Roster

Name	Present	Absent	Comments
Dr. Indu Sharma, Chair	X		
Dr. Insu F. Hahn, Co-Chair	X		
Dr. Eric Lewallen		X	
Dr. Juan S. Yakisich	X		
Dr. Brian Auferheide	X		
Mr. Karl von Schmidt-Pauli	X		Recording minutes
Dr. Molly McGath	X		External Member Mariner's Museum
Dr. Laura Smoot	X		External Member Pharmacy

Guests

Name	Present	Absent	Comments
Dr. Nanda Gudderra	X		IBC Consultant
Dr. Eric Sheppard	X		Assistant Vice President for Research

- A. Dr. Sharma called the meeting to order at 1:10 PM
- B. Meeting Attendees: Dr. Indu Sharma, Dr. Insu F. Hahn, Dr. Juan Yakisich, Dr. Brian Auferheide, Mr. Karl von Schmidt-Pauli, Dr. Molly McGrath, and Dr. Laura Smooth.

Absent: Dr. Eric Lewallen.

Guests: Dr. Nanda Gudderra, Dr. Eric Sheppard.

- C. Quorum YES ✓ NO The number of members present: 7
- D. Introductions: All present introduced themselves and provided their background information.

E. Old Business

- a. Approval of previous Meeting Minutes N/A
Approved YES NO
- b. Member Abstain N/A
- c. Updates: The IBC report was submitted in November 2024, and approved by NIH

F. New Business

- a. Dr. Sharma welcomed Dr. Nanda Gudderra as a consultant for the HU IBC.
- b. IBC appointment letters will be sent out by the office of VP of Research
- c. Dr. Sharma stated there will be a Website Development for IBC and Rollout by August 19th, 2025. It will include:

1. Committee Roster

I. List the current roster- Full name, title, affiliation, area of expertise

II. Updated CITI training for all members, including external members. Dr. Yakisich will be the contact.

III. Members need to submit an updated bio-sketch for the website.

IV. CITI training for committee members: The Institutional Biosafety Committee Member Training must be completed by May 30, 2025. Email a certificate to be filed with the IBC.

V. Upload a fillable IBC form

VI. In three to four months, we need the IBC website updated with our IBC charter information posted, provide a departmental link for each IBC committee member, develop a survey to assess PI's needs, and provide links to training topics mentioned below.

I. Provide a website link for training on various biosafety and biosecurity topics.

II. Biosafety and BSL2 practices

III. Biosecurity and DURC

IV. Blood borne pathogens

V. NIH Guidelines and working with recombinant molecules

VI. Handling and disposal of biological materials and biomedical waste

2. A link for working with biohazardous materials

iv. Reporting incidents related to biosafety (we need to develop a SOP and a Form). Mr. von Schmidt-Pauli pointed out that we also need to be capturing "Near Miss" reports and compiling action items for improvement. The IBC having zero incidents might come across to inspectors and regulators that we are under-reporting. A "Near Miss" list will indicate a pro-active program.

3. Develop and implement an emergency response plan (contingency plan) for accidental exposures.

Announcements

- i. Notice Number: NOT-OD-25-082--Implementation Update: Promoting Maximal Transparency Under the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules
- ii. White House Issues Executive Order on Improving the Safety and Security of Biological Research. Dr. Sharma e-mailed this specific Executive Order to HU IBC members.

4. Post IBC meeting minutes on-line after June 2025. We can redact items. Set up sample template for meeting minutes. We can send them to NIH to post or post them ourselves. Dr. Gudderra pointed out that journalists have used this information in the past for reporting non-compliance with NIH funded institutes.

5. Resources page (newly developed)

- I. Biosafety in Microbiological and Biomedical Laboratories (BMBL) 6th Edition, <https://www.cdc.gov/labs/bmbl/index.html>
- II. II. Print BMBL Full Version-https://www.cdc.gov/labs/pdf/SF__19_308133-A_BMBL6_00-BOOK-WEB-final-3.pdf
- III. III. American Biological Safety Association International, <https://absa.org>
- IV. IV. <https://my.absa.org/Riskgroups> use this to identify the risk group for pathogens
- V. V. Link to OSHA in the context of biosafety
<https://www.osha.gov/lawsregs/regulations/standardnumber/1910/1910.1030>
- VI. VI. World Health Organization Laboratory Biosafety Manual 4th edition, <https://www.who.int/publications/i/item/9789240011311>
- VII. VII. NIH Office of Science Policy- <https://osp.od.nih.gov>
- VIII. VIII. Biosafety and Biosecurity (Dual Use Concern of Research {DURC})- <https://osp.od.nih.gov/policies/biosafety-and-biosecurity-policy/>
- IX. IX. Stem Cell Ethics-<https://osp.od.nih.gov/policies/stem-cell-anddevelopmental-biology-policy/>
- X. X. NIH Guidelines for research involving recombinant or synthetic nucleic acid molecules (NIH Guidelines)-April 2024, https://osp.od.nih.gov/wpcontent/uploads/NIH_Guidelines.pdf
- XI. XI. Virginia Department of Environmental Quality (DEQ)-Regulated Medical Waste, <https://www.deq.virginia.gov/our-programs/land-waste/solidhazardous-waste/specialty-waste/medical-waste>
- XII. XII. VA public health and safety, <https://www.virginia.gov/coronavirus/publichealth-and-safety/>
- XIII. XIII. ATCC- <https://www.atcc.org/support/order-support/biosafety-level>
- XIV. XIV. IATA 6.2: Information on the shipping and receiving of biosafety material, <https://www.iata.org/contentassets/b08040a138dc4442a4f066e6fb99fe2a/dgr-66-en-3.6.2.pdf>

- XV. XV. BMBL Guidelines for design of BSL2
https://www.cdc.gov/labs/pdf/SF__19_308133-A_BMBL6_00-BOOK-WEBfinal-3.pdf (pages 24-31)
- XVI. NIH Design Policy and Guidelines,
<https://www.wbdg.org/FFC/NIH/NIHDesignManual.pdf>
- XVII. Information on biological waste pickup request (it should fall under VP of research)
 - vii. Provide a link to the VP of Research's web page

- d. Amendment for Review. Members need to read the new Hampton University IBC Charter and give feedback by 30 May 2025.
 - i. Dr. Yakisich and Dr. Gudderra expressed the need to expand coverage and training for rDNA, cell lines, immunology, molecular biology, animal work and antibody conjugates. Dr. Sheppard said that there is a need to also prepare for expanding beyond rDNA.
 - ii. A compliance committee needs to be created.
 - iii. Improve communication with research community. Create posters with contact information so that departments not represented on the IBC can reach out to the IBC/compliance committee.
 - iv. Principal Investigators (PIs) will be responsible for training students on biosafety.
 - v. Dr. Gudderra pointed out the need for a Biosafety Manual and asked if Hampton University has one? It would be a big project with purpose, policies and procedures. Hampton University could hire consultants to help write a Biosafety Manual specific to Hampton University.
 - vi. Dr. Sharma proposed meeting at least three times a year in May, August, and sometime in December/January.
- e. Protocols for Review

G. General Discussion and Observer's Feedback

- a. Dr. Sheppard pointed out that we need to contact the campus police to let them know that they need to contact us about student and facility issues.
- b. Dr. Sharma pointed out that the university needs a compliance officer. Dr. Gudderra said that Hampton University posted an Environmental, Health, and Safety Officer job opening.
- c. Departments need to contact the business office about consolidating and paying for University waste.
- d. There was discussion about radioactive waste with the need to involve the new HU EH&S officer and university police.
- e. Posting IBC safety forms on each department's web page- IBC needs somebody to post safety forms on each department's web page.
- f. Next Meeting Date will be Friday 22 Aug 2025
- H. Meeting Adjournment at 2:10 pm