

HBA/IBC MEETING MINUTES
Institutional Biosafety Committee (IBC)
Zoom Meeting

Meeting Minutes

June 20, 2025
1:00 pm – 3:30 pm

ATTENDANCE

Voting Members Present:

	<i>IBC Position</i>	<i>Area or Department</i>
Daniele Provenzano (Zoom)	Chair, Scientist	Bio. & Chem. - Bacterial Genet.
Julie Mustard (Zoom)	Vice-Chair, Scientist	Integrative Bio. & Chem. - Neurosci.
Megan Keniry (Zoom)	Scientist	Integrative Bio. & Chem. – Mamm. Cell Bio.
Dae Joon Kim (Zoom)	Scientist	Medicine & Oncology
Laura Decanini (Zoom)	Community Representative	Not Affiliated
Lynne Depeault (Zoom)	Community Representative	Not Affiliated
HyeongJun Kim (Zoom)	Scientist	Phys. and Astron. Bacterial Chr. dynamics/biophys./biochem.
Robin Choudhury (Zoom)	Scientist	Bio. & Chem. - SEEMS

Voting Members Absent:

(Without Representation)

	<i>IBC Position</i>	<i>Area or Department</i>
None		

Ex-Officio Non-Voting Members Present:

	<i>IBC Position</i>	<i>Area or Department</i>
Amy Mutore (Zoom)	Ex-Officio, Professional Support	Office of Research Compliance
Monica Barrera (Zoom)	Ex-Officio, Professional Support	Office of Research Compliance
Cordelia Rasa (Zoom)	Ex-Officio, LAR & BSL3 Director	Ex-Officio, LAR & BSL3 Director
Eric Allen (Zoom)	Ex-Officio, Admin Rep	Office of Research Compliance

Ex-Officio Non-Voting Members Absent:

	<i>IBC Position</i>	<i>Area or Department</i>
Matthew Moncus	Ex-Officio, EHSRM Interim Director	Ex-Officio, EHSRM Interim Director
Javier Garcia	Ex-Officio, EHSRM	Ex-Officio, EHSRM

Total Voting Members Present: 8

Guests:

None

Capacity

QUORUM

The quorum requirement for the IBC meeting is 4 voting members present and must consist of at least 3 members from UTRGV faculty and 1 unaffiliated member. Upon quorum being assembled, the meeting was called to order by the Chair at 1:03 pm. Including the Chair, 8 voting members were in attendance at the beginning of the meeting. Dr. Mustard arrived at 1:11pm. Dr. Keniry recused herself at 1:40pm during the review of a protocol she is listed on and was back by 1:43 pm. Quorum was maintained throughout the entire meeting.

A. WELCOME

The Chair welcomed the Committee.

B. STATEMENT OF CONFIDENTIALITY

The Chair reminded the Committee to hold in confidence the information revealed and/or discussed during the meeting and not disclose the information to any third parties including investigators and research personnel.

C. CONFLICTS OF INTEREST:

The Chair reminded the Committee of their responsibility to declare any conflicts of interest prior to the discussion of any study included as an agenda item. Members were reminded that conflicts of interest include financial (e.g., Member or Member's family hold a financial interest in the research sponsor) and non-financial (e.g. Member is part of a study research team). The Members were polled for any conflicts of interest with the projects being reviewed.

No conflicts were reported.

D. REVIEW AND APPROVAL OF PREVIOUS IBC MEETING MINUTES

1. Review of meeting minutes dated **November 1, 2024.**
 - a. A motion was made by Dr. Dae Kim and seconded by Ms. Depeault to approve the minutes.
 - b. All were in favor of approval.
 - c. Total Voting = 8 Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.

2. Review of meeting minutes dated **December 6, 2024.**

- a. The following correction(s) were noted:
 - a. Correct misspelling of Ms. Depeault's name.
 - b. Correct "minor revisions" to minor revision" on page 5 & 6.
 - c. Fix protocol titles to either have all words with the first letter capitalized or just have the first letter of the first word capitalized.
 - d. Add times Dr. Mustard left the meeting due to technical difficulties at the top Quorum section of the meeting minutes.
- b. A motion was made by Dr. HyeongJun Kim and seconded by Dr. Keniry to approve the minutes.
- c. All were in favor of approval.
- d. Total Voting = 8 Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.

E. ANNUAL REVIEWS

1. IBC-23-52 (2023-002-IBC)

Project Title: *Creation of Knockout Laboratory Opossums*

Sponsor: N/A

BSL Level: BSL-2

Principal Investigator: John VandeBerg

Type of Submission: Annual Review

Committee Action: Approved

Total Voting = 7 Vote: For = 7, Against = 0, Abstained = 0, Recused = 1.

Dr. Keniry was placed in a waiting room during discussion and recused herself during voting.

Incidents:

None.

NIH Guidelines Sections:

- 1. II-A-3, Appendix C-1 - Use of animal cells/cell lines or tissues (e.g. tissue culture research)
- 2. III-D-4 - Administration of recombinant or synthetic nucleic acid molecules into animals (e.g. transformed cells, vectors)
- 3. III-D-4 - Experiments involving transgenic/knockout animals requiring ABSL-2 and above containment.

Discussion:

There have been no changes to the procedures of the protocol. The Committee reviewed and verified that the protocol specifies all approved laboratory spaces authorized for the proposed activities. All procedures outlined in the protocol were determined to be consistent with established

standard laboratory practices and compliant with institutional requirements for work in these designated spaces. PI CVs have been evaluated to verify and certify subject matter expertise.

Motion:

A motion was entered by Ms. Depeault and seconded by Dr. Dae Joon Kim to grant approval of IBC—23-52 (2023-002-IBC) pending that the training records are up to date. The motion carried unanimously.

2. IBC-23-79 (2022-004-IBC & 2022-007-HBA)

Project Title: *Applications of lipoproteins and synthetic peptides for nucleic acid delivery*

Sponsor: N/A

BSL Level: BSL-2

Principal Investigator: Natalia Guevara

Type of Submission: Annual Review

Committee Action: Approved

Total Voting = 8 *Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.*

Incidents:

None.

NIH Guidelines Sections:

1. II-A-3, Appendix C-1- Use of animal cells/cell lines or tissues (e.g. tissue culture research)
2. II-A-3 - Use of human cells/cell lines or tissues (e.g., human blood, 293 cell lines, CSF)
3. III-F - Use of recombinant or synthetic nucleic acid molecules for detection (e.g., probes)
4. III-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells

Discussion:

There have been no changes to the procedures of the protocol. The Committee reviewed and verified that the protocol specifies all approved laboratory spaces authorized for the proposed activities. All procedures outlined in the protocol were determined to be consistent with established standard laboratory practices and compliant with institutional requirements for work in these designated spaces. PI CVs have been evaluated to verify and certify subject matter expertise.

Motion:

A motion was entered by Dr. Keniry and seconded by Dr. Dae Kim to grant approval of IBC-23-79 (2022-004-IBC) pending that the training records are up to date. The motion carried unanimously.

3. IBC-23-61 (2022-005-IBC)

Project Title: *Role of lncRNA UCA1 in anoikis resistance and colorectal cancer metastasis*

Sponsor: NIH/NIGMS

BSL Level: BSL-2

Principal Investigator: Manish Tripathi

Type of Submission: Annual Review

Committee Action: Approved
Total Voting = 8 Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.

Incidents:
None.

NIH Guidelines Sections:

1. II-A-3 - Use of human cells/cell lines or tissues (e.g., human blood, 293 cell lines, CSF)
2. III-D-4- Administration of recombinant or synthetic nucleic acid molecules into animals (e.g. transformed cells, vectors)

Discussion:

There have been no changes to the procedures of the protocol. The Committee reviewed and verified that the protocol specifies all approved laboratory spaces authorized for the proposed activities. All procedures outlined in the protocol were determined to be consistent with established standard laboratory practices and compliant with institutional requirements for work in these designated spaces. PI CVs have been evaluated to verify and certify subject matter expertise.

Motion:

A motion was entered by Dr. Dae Kim and seconded by Dr. Keniry to grant approval of IBC-23-61 (2022-005-IBC) provided that training records are up to date. The motion carried unanimously.

4. IBC-23-57 (2023-001-IBC)

Project Title: *HIV, pain and cognition*

Sponsor: NIH

BSL Level: BSL-2

Principal Investigator: Khalid Benamar
Type of Submission: Annual Review
Committee Action: Approved
Total Voting = 8 Vote: For = 8, Against = 0, Abstained = 0, Recused = 0.

Incidents:
None.

NIH Guidelines Sections:

1. III-D-3, III-E-1- Use of virus or viruses
2. III-D-4- Experiments involving transgenic/knockout animals requiring ABSL-2 and above containment

Discussion:

There have been no changes to the procedures of the protocol. The Committee reviewed and verified that the protocol specifies all approved laboratory spaces authorized for the proposed activities. All procedures outlined in the protocol were determined to be consistent with established

standard laboratory practices and compliant with institutional requirements for work in these designated spaces. PI CVs have been evaluated to verify and certify subject matter expertise.

Motion:

A motion was entered by Dr. Mustard and seconded by Dr. Keniry to grant approval of IBC-23-57 (2023-001-IBC) provided that the training records are up to date. The motion carried unanimously.

F. ADMINISTRATIVE BUSINESS

1. IBC Common Error Protocol Checklist

- a. Ms. Mutore described the document, requested by Ms. Glorimar Colón, created to ensure a smoother application process for PIs.
 - i. The document was created based off of the most common errors made by PIs.
 - ii. Aimed to assist guide PIs through the application process and direct their attention to most commonly missed areas.
 - iii. Completed document will be uploaded to the IBC website for PIs to reference.
- b. Committee was asked to review the document and submit any suggestions on it. The document can then be reviewed at the next meeting and if/once it is approved, it will be uploaded to the IBC website.
- c. Dr. Keniry asked if there was a way to set the system up to not allow for the submission of a protocol if all the questions were not completed. Ms. Mutore mentioned that more questions can be set as required, but it wouldn't be possible to make all the questions as required.
 - i. PIs can select "Validate & Save" option and that will indicate what items have not been filled out, but PIs don't always select that option before submitting the protocol.
- d. Ms. Rasa pointed out a current struggle PIs are experiencing when submitting their protocols is delineating the difference between what the science of their work is and what is happening to the animals or the people.
- e. Dr. Mustard mentioned she has noticed PIs often do not correctly fill out the Risk Assessment box. PIs mention only mention PPE but don't detail actual risks associated with their protocol.
 - i. Suggested adding to the document something on the risk assessment to make sure PIs explicitly state what the risks are.
- f. Ms. Mutore noted it can be added to question #6 on the document.
 - i. Ms. Depeault mentioned possibly adding a reminder of paying attention to meeting dates and the deadlines for protocol submissions.

G. OTHER BUSINESS

1. EHSRM Report:

- a. None.

2. LAR Report:

a. BSL-3 Updates

- i. Ms. Rasa informed the committee that the decontamination for BSL-3 has been done and a lot of repairs were done as well.
 1. Filters have been replaced, and the framing for the casing on the roof was done.
 2. She noted that, from when the filters were replaced, they've been unable to pass the inspection. The testing will be done again, but it is suspected the filters are at fault for this. Ms. Rasa noted new filters may need to be purchased and they may need to go to litigation with the company on this.
 3. The lab has been down since December, there are samples on backlog.
- ii. Ms. Rasa brought up the need to create an SOP that details what to do in a situation like this where the lab is not being used but there are samples and equipment in the space.
 1. Suggested adding an end-of-study to BSL-3 protocols where PIs can detail what they'll do with their samples once their work is done.
 2. Ms. Depeault suggested sending a letter to the PI that contains a deadline for their samples to be removed from the lab if they will no longer have a BSL-3 protocol.
 3. Mr. Allen mentioned keeping the samples in the BSL-3 lab after the protocol has expired creates a storage issue but also a hazardous issue if they are just sitting in the lab.
 4. Ms. Rasa will draft up an SOP document and send it out to the committee for their review/edits once completed.

3. Division of Research Letter to Committee Members

- a. Dr. Provenzano verified that committee members received the Division of Research thank you letter.
 - i. All appreciated the letter and Dr. Provenzano once again thanked all committee members for all their work and contributions to the committee.

H. ADJOURNMENT

The meeting was adjourned at 3:54 pm.

----APPROVAL OF MINUTES ----

These minutes were approved by the IBC on August 22, 2025.