

**HBA/IBC MEETING MINUTES**  
**Institutional Biosafety Committee (IBC)**  
**UTRGV Center for Innovation and Commercialization in Weslaco and Zoom Meeting**

**Meeting Minutes**

**August 22, 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.                                |
| Megan Keniry (Zoom)       | Scientist                | Integrative Bio. & Chem. – Mamm. Cell Bio.                     |
| Dae Joon Kim              | Scientist                | Medicine & Oncology  |
| Lynne Depeault            | Community Representative | Not Affiliated   |
| HyeongJun Kim (Zoom)      | Scientist                | Phys. and Astron.<br>Bacterial Chr. dynamics/biophys./biochem. |
| Robin Choudhury (Zoom)    | Scientist                | Bio. & Chem. - SEEMS   |
| Subramanian               | Scientist                | Medicine & Oncology  |
| Dhandayuthapani           |                          |  |

**Voting Members Absent:**

*(Without Representation)*

|                | <i>IBC Position</i>      | <i>Area or Department</i>            |
|----------------|--------------------------|--------------------------------------|
| Julie Mustard  | Vice-Chair, Scientist    | Integrative Bio. & Chem. - Neurosci. |
| Laura Decanini | Community Representative | Not Affiliated                       |

**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        | Ex-Officio, Professional Support   | Office of Research Compliance      |
| Eric Allen (Zoom)     | Ex-Officio, Admin Rep              | Office of Research Compliance      |
| Matthew Moncus (Zoom) | Ex-Officio, EHSRM Interim Director | Ex-Officio, EHSRM Interim Director |
| Javier Garcia         | Ex-Officio, EHSRM                  | Ex-Officio, EHSRM                  |

**Ex-Officio Non-Voting Members Absent:**

|               |                                 |                                 |
|---------------|---------------------------------|---------------------------------|
|               | <i>IBC Position</i>             | <i>Area or Department</i>       |
| Cordelia Rasa | Ex-Officio, LAR & BSL3 Director | Ex-Officio, LAR & BSL3 Director |

**Total Voting Members Present: 7**

**Guests:**

|                    |                        |
|--------------------|------------------------|
|                    | <i>Capacity</i>        |
| Sandra San Agustin | Administrative Support |

**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 1:02 pm. Including the Chair, 7 voting members were in attendance at the beginning of the meeting. Dr. Dae Joon Kim recused himself at 1:20pm during the review of 3 protocols he submitted and was back by 1:50 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 APROVAL OF PREVIOUS IBC MEETING MINUTES**

1. Review of meeting minutes dated **June 20, 2025**.
  - a. A motion was made by Ms. Lynne Depeault and seconded by Dr. HyeongJun Kim to approve the minutes with corrections.

- b. All were in favor of approval.
- c. Total Voting = 7                      Vote: For = 7, Against = 0, Abstained = 0, Recused = 0.

2. Review of meeting minutes dated **February 21, 2025.**

- a. A motion was made by Ms. Lynne Depeault and seconded by Dr. Megan Keniry to approve the minutes with corrections.
- b. All were in favor of approval.
- c. Total Voting = 7                      Vote: For = 7, Against = 0, Abstained = 0, Recused = 0.

## E. PROTOCOL AMENDMENTS

### 1. IBC-23-86 (2019-005-IBC & 2019-007-HBA)

**Project Title:** *Protein tyrosine phosphatases in cancer, DNA damage, and metabolism*

**Sponsor:** N/A

**BSL:** BSL – 2+

|                                |  |
|--------------------------------|--|
| <i>Principal Investigator:</i> | Dae Joon Kim   |
| <i>Type of Submission:</i>     | Amendment  |
| <i>Committee Action:</i>       | 30-day Approval; Revisions needed to secure approval past 30 days  |
| <i>Total Voting = 7</i>        | Vote: For = 6, Against = 0, Abstained = 0, Recused = 1.<br>Dr. Dae Joon Kim stepped out of the meeting room during discussion and recused himself 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. II-A-3 - Use of human cells/cell lines or tissues (e.g., human blood, 293 cell lines, CSF)
3. III-D-3, III-E-1 - Use of virus or viruses
4. III-E, III-F - Cloning and vector construction in bacteria and yeasts
5. III-F - Use of recombinant or synthetic nucleic acid molecules for detection (e.g., probes)
6. III-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells
7. III-D-4 - Administration of recombinant or synthetic nucleic acid molecules into animals (e.g., transformed cells, vectors)
8. III-E-3 - Experiments involving transgenic/knockout animals requiring ABSL-1 containment

*Discussion:*

The committee requested that BSL-2+ precautions are mentioned in the descriptions and risk assessment as lentivirus delivery system will be used in the study of oncogenes. 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.

*Risks Identified:*

The committee discussed and agreed that the use of lentivirus requires the need to change BSL to BSL-2+ precautions.

*Motion:*

A motion was entered by Ms. Lynne Depeault and seconded by Dr. Robin Choudhury to grant 30-day approval of IBC-23-86 (2019-005-IBC & 2019-007-HBA) pending the changes and information requested are satisfactorily addressed by the PI and that the training records are up to date to secure approval past the 30-day period. The motion carried unanimously.

## **F. ANNUAL REVIEWS**

### **1. IBC-23-58 (2022-006-IBC & 2022-010-HBA)**

**Project Title:** *Targeting GFRA1-mediated mechanisms of chemoresistance*

**Sponsor:** N/A

**BSL:** BSL - 2

*Principal Investigator:* Dae Joon Kim

*Type of Submission:* Annual Review

*Committee Action:* Approved

*Total Voting = 7* Vote: For = 6, Against = 0, Abstained = 0, Recused = 1.

Dr. Dae Joon Kim stepped out of the meeting room during discussion and recused himself during voting.

*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-3, III-E-1 - Use of virus or viruses
3. III-E, III-F - Cloning and vector construction in bacteria and yeasts
4. III-F - Use of recombinant or synthetic nucleic acid molecules for detection (e.g., probes)
5. III-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells
6. 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.

*Risks Identified:*

None.

*Motion:*

A motion was entered by Dr. HyeonJun Kim and seconded by Dr. Subramanian Dhandayuthapani to grant approval of IBC-23-58 (2022-006-IBC & 2022-010-HBA) pending that the training records are up to date. The motion carried unanimously.

## G. NEW IBC PROTOCOLS

### 1. IBC-25-47

**Project Title:** *Therapeutic approaches for the delivery of STAT3 miRNA using nanoparticles in cutaneous squamous cell carcinoma*

**Sponsor:** N/A

**BSL:** BSL - 2

*Principal Investigator:* Dae Joon Kim

*Type of Submission:* New

*Committee Action:* 30-day Approval; Revisions needed to secure approval past 30 days

*Total Voting = 7* Vote: For = 6, Against = 0, Abstained = 0, Recused = 1.

Dr. Dae Joon Kim stepped out of the meeting room during discussion and recused himself during voting.

*Summary:*

In this project, the PI aims to target STAT3 using its miRNA or siRNA in human and mouse skin cancer cell lines, 3PC, HaCaT, SCC12, UT-SCC-12A, SCC13, and A431 cells. The PI will transfect STAT3 miRNA/siRNA synthetic oligonucleotides (commercially available products for STAT3 knockdown) into human/mouse skin cell lines using general transfection protocol that was used for plasmid transfection. Then, they will perform cell viability and apoptosis analysis using commercially available kits. The PI will then aim to extract proteins for western blot analysis.

*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-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells
4. III-D-4 - Administration of recombinant or synthetic nucleic acid molecules into animals (e.g., transformed cells, vectors)

*Discussion:*

The Committee discussed the protocol in detail and determined that the PI would need to make multiple minor revisions to secure approval after 30 days. 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.

*The following changes are requested of the PI:*

1. Remove the references to lentivirus in the protocol if no lentivirus delivery system will be employed.
2. Define FVB and NSG mice.
3. In box 2, add percentage symbol between 70 and EtOH.
4. Change all instances of Environmental Health and Safety or EHS to EHSRM.
5. Answer 'yes' to Human/Primate Specimens and fill the section accordingly.

*Risks Identified:*

-The committee discussed and agreed that references to lentivirus can be removed as it will not be used in study.

-It was also agreed that Dr. Kim must answer Yes to the "Human/Primate Specimens" tab and answer the questions within the tab accordingly to ensure risk assessment remains accurate.

*Motion:*

A motion was entered by Ms. Lynne Depeault and seconded by Dr. Robin Choudhury to grant 30-day approval of IBC-25-47 pending the changes and information requested are satisfactorily addressed by the PI and that the training records are up to date to secure approval past the 30-day period. The motion carried unanimously.

## **2. IBC-25-10**

**Project Title:** *Genome regulation*

**Sponsor:** American Cancer Society

**BSL:** BSL – 2+

*Principal Investigator:* Shrikanth Gadad

*Type of Submission:* New

*Committee Action:* 30-day Approval; Revisions needed to secure approval past 30 days

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

*Summary:*

With the advent of sequencing technologies, it has become evident that most of the human genome is transcribed under specific conditions. However, only 2% of it contains protein-coding genes, while the remainder is transcribed into noncoding RNAs. This noncoding portion plays a vital role in regulating gene expression. The PIs lab utilizes biochemical, cellular, and mouse-based assays to explore the function of noncoding genes in cancer and other human diseases. The PI will employ recombinant DNA technology for both knockdown and overexpression of target genes, introducing them into cells to investigate their roles in cell biology.

*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)

*Discussion:*

The Committee discussed the protocol in detail and determined that the PI would need to make multiple minor revisions to secure approval after 30 days. 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.

*The following changes are requested of the PI:*

1. On the Project Summary tab, under Maximum Biosafety Level Required for Research, the committee recommended to raise containment from BSL-2 to BSL-2+ because of the combined use of lentivirus vector and oncogenes.
  - a. In the same section, remove any mention of medical surveillance as no such programs are in place for the hazards declared in the registration.
2. Upload a copy of PI CV.
3. Add HEK293T to the table listing cell lines.
4. Correct all instances of the word "timor" to "tumor" throughout the document.
5. On Project Description, under box 1, describe the role of animals as they are not mentioned in the Project Summary.
6. On the Animal Subjects tab, explain procedurally how xenografts will be inoculated into mice and include the risks associated with this procedure in Risk Assessment Box 2.
7. Under Risk Assessment box 2, the lentivirus vector employed is declared to be of the third generation whereas in the Recombinant Nucleic Acids tab the lentivirus is defined as a second-generation vector system. Please reconcile this inconsistency.

*Risks Identified:*

-The committee recommended raising containment from BSL-2 to BSL-2+ because of the combined use of lentivirus vector and oncogenes.

*Motion:*

A motion was entered by Dr. Megan Keniry and seconded by Dr. Subramanian Dhandayuthapani to grant 30-day approval of IBC-25-10 pending the changes and information requested are satisfactorily addressed by the PI and that the training records are up to date to secure approval past the 30-day period. The motion carried unanimously.

**3. IBC-25-50**

**Project Title:** *Antibody engineering for biological tools used in cancer treatment*

**Sponsor:** RGV-CHDRC

**BSL:** BSL – 2

*Principal Investigator:* Subhash Chauhan

*Type of Submission:* New  
*Committee Action:* 30-day Approval; Revisions needed to secure approval past 30 days  
*Total Voting = 7* Vote: For = 7, Against = 0, Abstained = 0, Recused = 0.

*Summary:*

The PI's research involves cloning, expressing, and purifying recombinant proteins in bacterial (*E. coli*) and insect (Sf9 or High Five) cell lines using plasmid-based expression systems. The PI aim is to study protein structure and function. Recombinant DNA will insert genes of interest into plasmid vectors compatible with both expression systems. Proteins will be purified using affinity chromatography (e.g., His-tag).

*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-E, III-F - Cloning and vector construction in bacteria and yeasts
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:*

The Committee discussed the protocol in detail and determined that the PI would need to make multiple minor revisions to secure approval after 30 days. 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.

*The following changes are requested of the PI:*

1. On the Project Summary tab, under the BSL-2 window of the Maximum Biosafety Level Required for Research, correct the statement from *1-10% bleach* to solely *10% bleach*.

*Risks Identified:*

-The committee rated this study to have a very low risk assessment due to mainly working with bacteria and non-pathogenic cell lines.

*Motion:*

A motion was entered by Dr. Dae Joon Kim and seconded by Dr. Subramanian Dhandayuthapani to grant 30-day approval of IBC-25-50 pending the changes and information requested are satisfactorily addressed by the PI and that the training records are up to date to secure approval past the 30-day period. The motion carried unanimously.

## **H. ADMINISTRATIVE BUSINESS**

### **1. IBC Common Error Protocol Checklist**

- a. Dr. Daniele Provenzano informed the committee the document is to help aid PIs with the most commonly found errors made when creating protocols, in an effort to



decrease the occurrence of these common errors in hopes that it can help streamline the protocol submissions more effectively.

- b. Ms. Amy Mutore mentioned the initial document has been reviewed by the committee, it now has edits incorporated that were suggested by members and she asked members to take another look and let her know if they approve of the edits and the document overall so that it can be added to the IBC website.
  - i. Mr. Eric Allen also mentioned the document being brought to the committee's attention to make everyone aware in case a PI sees it online then has any questions on it.
- c. The committee approved of the checklist and gave the go-ahead with it being added to the UTRGV IBC website.

## **2. Protocol Attachment Guide**

- a. Dr. Danielle Provenzano informed the committee about the protocol attachment guide, created by Dr. Mirayda Torres-Avila, aimed at providing guidance to PIs on knowing what documentation may be needed along with their protocol submissions. He mentioned recommending the "Laboratory-specific Training" item on the list because all PIs should have their own trainings specific to the risks and hazards that may be encountered in their specific laboratory.
- b. Dr. Mirayda Torres-Avila gave more details on the purpose of the document and asked the committee for feedback on it. She mentioned there will be an internal audit in the following year, and this document guide can help ensure all information and documents is/are included in each protocol to remain in compliance.
- c. The committee determined the protocol attachment guide was ready to be posted on the IBC site as is.

## **3. IBC Policies and Procedure Document**

- a. Not ready for review at this meeting but will be reviewed at an ad-hoc meeting that will be planned for September.

# **I. OTHER BUSINESS**

## **1. EHSRM Report:**

### **a. Biosafety Cabinet Certifications**

- i. Mr. Javier Garcia mentioned they are working on helping PIs with the transfer of a biosafety cabinet from one location to another.
- ii. He also mentioned addressing the issue of various lab personnel working at the McAllen labs not wearing PPE while working in their lab spaces. He will be sending out notices to ensure they do wear required PPE.

### **b. Greenhouse Facility Update**

- i. Dr. Daniele Provenzano asked for a brief update on the status of the greenhouse facility and asked if he could be given an update notification on it so he can soon visit the facility to take a look. Mr. Matthew Moncus mentioned it looked like it

was very near its completion, and said he would be checking in to see if they are using it yet. He will be updating Dr. Daniele Provenzano on the status.

- ii. Dr. Robin Choudhury mentioned an email was sent to faculty that had previously interacted with the greenhouse to see if they had upcoming experiments for the Fall semester, so it seems the plan to have the greenhouse ready to go is for the upcoming Fall.

**2. LAR Report:**

- a. None.

**J. ADJOURNMENT**

The meeting was adjourned at 3:54 pm.

**----APPROVAL OF MINUTES ----**

These minutes were approved by the IBC on September 12, 2025.