

Institutional Biosafety Committee Meeting Minutes

IBC Meeting Date: November 12th, 2025

Location: Zoom

The meeting was called to order by Dr. James Vaughn at 9:33 am and adjourned at 10:09 am. A quorum (n=5) was present for the entirety of the meeting. Yarimar Torres Rosado was the assigned note-taker.

In accordance with institutional policy and NIH Guidelines, this IBC meeting was not open to the public to protect proprietary information and ensure confidentiality of sensitive research data.

Per the NIH Guidelines, only information related to recombinant or synthetic nucleic acid research is required to be publicly disclosed in the IBC minutes. Discussions involving research that falls outside the scope of the NIH Guidelines, internal updates, and sensitive or administrative matters may be redacted.

Members Present:

Name	Role	Affiliation
James Vaughn	Chair	UNE Faculty
Jamie Vaughn	Ex-Officio	UNE Director of Animal Care
Bob Kennedy	Ex-Officio	UNE Director of Research Integrity
Ronnie Souza	Ex-Officio	UNE Biological Safety Officer
Diana Goode	Scientist	UNE Faculty
Igor Prudovsky	Scientist	Unaffiliated Member
George Allen	Vice Chair	UNE Faculty

Members Absent:

Name	Role	Affiliation
Richard Niles	Scientist	Unaffiliated Member
Derek Molliver	Scientist	UNE Faculty

Guests Present:

Name	Title	Affiliation
Yarimar Torres Rosado	IBC Compliance Coordinator	UNE Staff
Josh Mangin	RCR Training Manager	UNE Staff
Elizabeth Day	EH&S Staff	UNE Staff
Matt Havrda	Associate Dean, Research and Scholarship; Associate Professor	UNE Faculty

Discussion Items:

1. Review of Previous Meeting Minutes

Date of Previous Meeting:	September 24 th , 2025								
Motion:	Approved								
For:	6	Against:	0	Abstain:	1	Recuse:	0	Absent:	2

2. Full Committee Review

Project Overview:		
Submission Type:	Amendment	
IBC Protocol #:	042825-005	
Protocol Title:	In vitro analytic core (IVAC) BSL2 cell line maintenance and basic procedures	
Principal Investigator:	Ling Cao	
UNE Campus:	Biddeford	
Category of Research:	R/S DNA, Infectious agents, Human Derived Cell lines	
NIH Guideline Section:	Section III-D; Section III-E	
Risk Group:	1 & 2	
Proposed Biosafety Level:	BSL-1 & BSL-2	
Proposed Animal Biosafety Level:	N/A	
IBC Member Conflict of Interest:	None	

IBC Discussion Summary:		
<p>Dr. Havrda, a subject matter expert in lentiviral work, was invited to the meeting to provide technical expertise and feedback related to the proposed lentiviral activities. Dr. Havrda presented his assessment and responded to questions from the committee. Dr. Havrda exited the meeting at 9:54 am prior to the committee's deliberation and vote.</p>		

General Review Items	Verified	Remarks
PI has the appropriate expertise and training in biosafety	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The PI has 20+ years of experience working with BSL2 level pathogens in both in vivo and in vitro experiments, cells, and human blood samples.
Laboratory staff have the appropriate expertise and training in biosafety	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	The PI and IVAC staff will receive training from [REDACTED] at UNE, who has expertise in lentiviral work, prior to beginning any lentivirus-related projects.
Facilities are appropriate for the proposed research	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	[REDACTED] dedicated space for in-vitro work.
Procedures and practices are appropriate for the proposed research	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Procedures follow best practices and safety guidelines for proposed work.
Containment conditions are appropriate	<input checked="" type="checkbox"/> BSL-1 <input checked="" type="checkbox"/> BSL-2	Containment conditions appropriate for BSL-1 and BSL-2 work.

r/s NA Review Items	Remarks
Agent characteristics (e.g., virulence, pathogenicity, environmental stability)	<p>Plasmid, and BacMam (insect-origin), AAV vectors and lentiviral vectors will be used to generate temporarily or stably transfected cells for investigators' downstream research projects. Strains of virus may vary and depends on the needs of core clients.</p> <p>The listed agents cannot survive without the host.</p>
Type of manipulations planned	<p>Plasmid, and BacMam (insect-origin), AAV vectors and lentiviral vectors will be ordered through reputable commercial vendors. They will be used in house to generate transfected cells. Specific nucleic acid sequence design used to generate the</p>

	plasmid or viral vectors are based on clients' needs and utilize vendor provided backbone sequences. Some products may be directly purchased (such as adding a GFP tag to cells). Lentivirus will be used for generating stably transfected cell lines and CRISPR technology may be used when gene modification.
Source(s) of the nucleic sequences (e.g., species)	The backbone sequences are from selected vendors, which ensure no active viruses will be generated after transfecting cells. Specific sequence targeting gene of interest will be designed in collaboration with the client using online tools (such as those from public databases, e.g., NCBI and vendors, e.g. Vectorbuilder).
Nature of the nucleic acid sequences (e.g., structural gene, oncogene)	Specific nucleic acid sequence design used to generate the plasmid or viral vectors are based on clients' needs and utilize vendor provided backbone sequences. Some products may be directly purchased (such as adding a GFP tag to cells). The backbone sequences are from selected vendors, which ensure no active viruses will be generated after transfecting cells. Specific sequence targeting gene of interest will be designed in collaboration with the client using online tools (such as those from public databases, e.g., NCBI and vendors, e.g. Vectorbuilder).
Host(s) and vector(s) to be used	Plasmid, and BacMam (insect-origin), AAV vectors and lentiviral vectors (3rd generation)
Whether an attempt will be made to obtain expression of a transgene, and if so, the function of the protein that will be produced	Yes, dependent on client needs. Source is from human, animal (mouse or rat are most likely), or synthetic construct coding for protein tags (such as GFP).

Infectious Agent Review Items	Remarks
Agent characteristics (e.g., virulence, pathogenicity, environmental stability)	N/A
Type of manipulations planned	N/A
Host(s) to be used	N/A

IBC Determination:

Motion:

- ☐ Approved as submitted
☒ Modifications Required (prescriptive/directive modifications are required to secure approval)
☐ Deferred (substantive information/clarifications requested)
☐ Tabled (postponed for future consideration)
☐ Disapproved

Vote Count:

For:	7	Against:	0	Abstain:	0	Recuse:	0	Absent:	2
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An e-mail will be sent to the PI requesting the modifications listed below. The resubmitted protocol will then be reviewed by the IBC subcommittee.

Modifications Required *or* Information/Clarifications Requested:

1. In section V, question 3: please provide more details on centrifugation. Specifically, reviewers would like to see clarification similar to the example below incorporated directly into the protocol narrative, as applicable:
 - a. “Centrifugation of lentiviral materials will be performed under applicable BSL-2 containment guidelines in a BSL-2 laboratory. The centrifuge will be equipped with sealed rotors or safety cups (or special leads; **as applicable to the study**) to prevent aerosol release in the event of tube breakage.

Prior to centrifugation, all tubes will be inspected for integrity and securely capped. After use, sealed rotors and centrifuge interiors will be decontaminated with an appropriate disinfectant (**please specify**).

Personnel performing these activities will wear appropriate PPE including gloves, lab coat, and eye/face protection, and will receive specific training on BSL-2 viral vector procedures and emergency spill response.”
2. All investigators who plan to conduct lentiviral work with the IVAC must include it in an IBC protocol. If they have an active IBC protocol, they must submit an amendment. If they do not have an active protocol, they must submit a new one. IBC approval is required before any work can begin.
3. Recommendations:
 - a. Please keep records of all client requests made to the IVAC pertaining to this work. Including details on inserts.
 - b. The IBC recommends treating all waste containing lentiviral materials with bleach prior to autoclaving.
 - c. It is recommended that the IVAC develop a standard operating procedure (SOP) specifically for lentiviral work.

3. Other Discussion Items

a) Biosafety report: All pending biosafety hoods that needed repair have been repaired.

b) [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]