

Institutional Biosafety Committee Meeting Minutes

IBC Meeting Date: March 25th, 2026

Location: Zoom

The meeting was called to order by Dr. Vaughn at 10:08am and adjourned at 10:27am. 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
Igor Prudovsky	Scientist	Unaffiliated Member
Ronnie Souza	Ex-Officio	UNE Biological Safety Officer

Members Absent:

Name	Role	Affiliation
George Allen	Vice-Chair	UNE Faculty
Diana Goode	Scientist	UNE Faculty
Derek Molliver	Scientist	UNE Faculty
Richard Niles	Scientist	Unaffiliated Member

Guests Present:

Name	Title	Affiliation
Josh Mangin	RCR Training Manager	UNE Staff
Elizabeth Day	EH&S Staff	UNE Staff
Yarimar Torres Rosado	IBC Compliance Coordinator	UNE Staff

Discussion Items:

1. Review of Previous Meeting Minutes

Date of Previous Meeting:	October 22 nd , 2025 & December 8 th , 2025
Motion:	Approved

For:	5	Against:	0	Abstain:	0	Recuse:	0	Absent:	4
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2. Biosafety Officer Report

There are some biosafety cabinets that are not in sync with the inspection timeline. EH&S staff is working on getting them all on the same schedule, meaning that those biosafety cabinets might get inspected twice over a short period of time: once to certify it and the second time to get it on the same schedule as the others.

3. Full Committee Review

Project Overview:		
Submission Type:	Amendment	
IBC Protocol #:	040924-004	
Protocol Title:	Sensory Signal Transduction	
Principal Investigator:	Derek Molliver	
UNE Campus:	Biddeford	
Category of Research:	Recombinant/Synthetic DNA, Human Derived cells	
NIH Guideline Section:	Section III-D-1	
Risk Group:	Risk Group 1 & Risk Group 2	
Proposed Biosafety Level:	BSL-1 & BSL-2	
Proposed Animal Biosafety Level:	N/A	
IBC Member Conflict of Interest:	Dr. Goode	

IBC Discussion Summary:		
General Review Items	Verified	Remarks
PI has the appropriate expertise and training in biosafety	☒ Yes ☐ No	PI has used BSL1 BacMAM, AAV and plasmid vectors for over 5 years in his laboratory and working under BSL2 precautions. However PI still needs to complete the Biosafety Retraining Course in CITI.
Laboratory staff have the appropriate expertise and training in biosafety	☐ Yes ☒ No ☐ N/A	His staff has more than 2 years of experience working under BSL2 precautions. Will ask PI to specify which UNE-specific biosafety/lab training modules are required for his work. However, it was noted that all personnel on the protocol are up to date on "OSHA Bloodborne Pathogens" and "Biosafety Complete Series" trainings in CITI.
Facilities are appropriate for the proposed research	☒ Yes ☐ No	Facilities are appropriate for BSL-2 work.
Procedures and practices are appropriate for the proposed research	☒ Yes ☐ No	Procedures and practices follow standard BSL-2 guidelines.
Containment conditions are appropriate	☐ BSL-1 ☒ BSL-2	All BSL-2 materials will be worked with in a biosafety cabinet.

r/sNA Review Items	Remarks
Agent characteristics (e.g., virulence, pathogenicity, environmental stability)	None. Mammalian expression plasmids allowing transient transfection of mammalian cells are typically used at BSL1. HD10.6 cells are used at BSL2 because they are human-derived, and like all human cell lines could contain unidentified pathogens. Cells stably transfected using replication-

	incompetent lentiviral vectors are used at BSL2 as a standard precaution.
Type of manipulations planned	Use the HD10.6-Cas9 cell line to perform CRISPR experiments by applying plasmids or unpackaged gRNA (similar approach to siRNA) to the cells to introduce gRNA to target specific genes of interest. The control cell line (empty vector: HD10.6-EV) will be used in parallel with the HD10.6-Cas9 line as a negative control. The gRNA does not alter the genome of cells that have not been transfected with Cas9, including the EV control line.
Source(s) of the nucleic sequences (e.g., species)	Cas9 is a modified form of a bacterial DNA-cutting enzyme widely used for CRISPR genome editing techniques. It was inserted into the HD10.6 genome using a replication incompetent (3rd generation-4 plasmid) lentiviral vector in the lab of [REDACTED]. The cell line is considered to no longer contain lentiviral particles, but standard practice limits the use of cell lines stably transfected with lentivirus (and all use of human cell lines) to BSL2.
Nature of the nucleic acid sequences (e.g., structural gene, oncogene)	Regulatory element; Use plasmid-based transfection protocols to express non-protein coding gRNA in the cells, in order to target Cas9 to delete specific genes of interest in the HD10.6-Cas9 cell line.
Host(s) and vector(s) to be used	HD10.6-Cas9 and HD10.6-EV cells will be transfected with gRNA plasmids; Plasmids or unpackaged RNA will be applied to the cells
Whether an attempt will be made to obtain expression of a transgene, and if so, the function of the protein that will be produced	Non-coding gRNA, no protein

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:	5	Against:	0	Abstain:	0	Recuse:	0	Absent:	4
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Modifications Required **or** Information/Clarifications Requested:

The committee motioned and voted for Approval pending modifications, the PI will be sent an email asking for the modifications below:

- Please specify which UNE-specific biosafety/lab training modules apply and are taken for this type of work.
- Please Specify what are the procedures to follow for spills.

Once revisions are received from the PI, they will be sent to the IBC sub-committee for review.

4. Other Discussion Items

