



Missouri State
UNIVERSITY

PM
11/03

Edward Hammond
The Sunshine Project
PO Box 41987
Austin TX 78704
Phone/Fax: +1 512 494 0545

RE: Biosafety Meeting Minutes for Missouri State University

Dear Mr. Hammond,

In reference to the NIH Guidelines for Research Involving Recombinant DNA Molecules:

Section IV-B-2-a-(6). When possible and consistent with protection of privacy and proprietary interests, the institution is encouraged to open its Institutional Biosafety Committee meetings to the public.

Section IV-B-2-a-(7). Upon request, the institution shall make available to the public all Institutional Biosafety Committee meeting minutes and any documents submitted to or received from funding agencies which the latter are required to make available to the public. If public comments are made on Institutional Biosafety Committee actions, the institution shall forward both the public comments and the Institutional Biosafety Committee's response to the Office of Biotechnology Activities, National Institutes of Health, 6705 Rockledge Drive, Suite 750, MSC 7985, Bethesda, MD 20892-7985 (20817 for non-USPS mail), 301-496-9838, 301-496-9839 (fax).

Please find enclosed copies of Missouri State University's Institutional Biosafety Committee (IBC) meeting minutes for:

May 2, 2003
December 11, 2003
February 13, 2004
May 12, 2005
September 23, 2005
December 9, 2005
May 12, 2006

If you have any questions or concerns please do not hesitate to contact my office directly at 417-836-4132 or via email at TPoston@MissouriState.edu.

Sincerely,

Tracey L. Poston, MPA
Associate Director & Compliance Officer
Missouri State University

**Institutional Biosafety Committee
Southwest Missouri State University**

Minutes for May 2, 2003 Meeting

Members present: Dr. John Steiert, Dr. Dean Cuebas, Dr. Colette Witkowski, and Harold Bengsch

Ex Officio Members present: Dr. Frank Einhellig, Dr. William Alter, and Charles Kroeger

Dr. Steiert called the meeting to order:

Charles Kroeger was introduced as the newly appointed Director of Environmental Management for SMSU

One item on the agenda: Review of Dr. Richard Garrad's proposal "Mitogenic Pathway Regulation by P2y₂ receptors".

The proposal was approved by the IBC with the following suggestions

- ❖ When transporting samples off campus, label and identify sample containers
- ❖ Carry the IBC approval letter from the University to indicate this is an approved transfer
- ❖ Include an absorbent in the Styrofoam box in case of accidental breakage or spill during transport

The meeting was adjourned

Institutional Biosafety Committee (IBC)

Meeting Minutes

Date of Meeting 12/11/03

IBD Members Present: Jack Steiert, Colette Witkowski, Harold Bengsch,

Ex-officio Members Present: Frank Einhellig, Bill Alter, Chuck Kroeger

Guest: Dr. Robert Webster, Associate Provost for Research at Saint Louis University

I. Announcements

Committee needs to find replacement for Kimberly Rey of Mountain Grove campus. Dr. Michelle Bowe, Assistant Professor of Biology, was proposed as a replacement for Dr. Russell Rhodes who has retired from SMSU

II. Presentation by Dr. Webster on St. Louis University's Planning and Implementation of Policies and Procedures for Research Involving Select Agents and Recombinant DNA

- St. Louis University plans and policies were reviewed by CDC
- CDC places a lot of weight on the procedures established by the IBC for dealing with these types of projects
- Training for researchers and staffs is important. Certification should be considered also.
- See attached copies of the presentations and SLU forms

III. Discussion

Questions and topics of discussion addressed by Bob Webster:

- Projects proposing to use Select Agents and/or projects that affect resistance and/or sensitivity to such agents, as well as recombinant DNA are subject to review by the IBC
- Research Involving Venapuncture for Blood Sampling – Proposed Project of Dr. Tom Altena – Bob suggested it does not need IBC approval, but still needs IRB approval.
- Minimal approval requirements are set by IBC.
 - We have checklist in place for researchers to decide if projects need approval, but is this enough? Is the checklist efficient, or do we need to require training?
 - Possibility of biosafety training certificate program was discussed, similar to that of human subjects.
 - If the decision is made to develop biosafety training requirements, and increased funding is necessary, Bob suggested that we get legal counsel involved. This will give leverage to the idea that the funding is worthwhile.
- BSL-2s must have hooded environment.
- Review of Paul Durham's current and future research
- Harold Bengsch suggested that Larry Claypool could be a community representative that could provide knowledge and recommendations for recombinant DNA research.
- Chuck Kroeger discussed the need for creation of position of Biosafety Officer for tasks related to the IBC and to ensure compliance with federal regulations on research with selected agents and recombinant DNA, and for training of personnel involved in these projects.

Institutional Biosafety Committee (IBC)

Meeting Minutes

Date of Meeting 2/13/04

IBC Members Present: Dr. Jack Steiert, Dr. Colette Witkowski, Mr. Harold Bengsch, Dr. Michelle Bowe

Ex-officio Members Present: Dr. William A. Alter

I. Announcements

Dr. Alter mentioned that the committee has not yet officially appointed a new member to the committee to replace Kimberly Rey. Daniel Waldstein from Fruit Science was mentioned as a person that was discussed at a previous meeting as a possible new member. No formal action had yet been taken to appoint Dr. Waldstein.

II. Presentation and approval of minutes from previous meeting

A motion was proposed by Dr. Witkowski that a statement indicating that the committee discussed and chose not to review a proposal from Dr. Altena will be added to the minutes from the previous meeting (12/11/03). The project was entitled "Mechanisms that influence postprandial lipemia" and was submitted to the Dr. Steiert during the first week of December. The reason for this decision was that the proposed project does not fall under the purview of this committee, but does require review and approval by the Institutional Review Board for the Protection of Human Subjects. The motion was seconded by Mr. Bengsch. The committee approved this motion.

III. Review and Discussion of MUA submitted on January 9, 2004 by Dr. Laszlo Kovacs entitled "Defense-related gene expression in a disease-resistant grapevine."

The following issues were discussed by the committee:

- It was pointed out that the cloning will be done at Mountain Grove, and that DNA sequencing will be done off-campus; SMSU does not have the necessary resources.
- The committee agreed that statements in the third and fourth paragraphs of the proposal, regarding standard laboratory procedures, do not need to be clarified or referenced.
- The main concern of the committee was the inadequate responses to items 1,2, & 3 of the Assessment Levels of Physical and Biological Containment. The questions were possibly addressed within the application, but were not listed in this section. It was proposed by Dr. Bowe that Dr. Kovacs simply answer these questions and resubmit the application.
- The final recommendation of the committee was that:
 - Dr. Steiert will notify Dr. Kovacs electronically of the questions that need to be answered.
 - Dr. Kovacs will resubmit a completed application.
 - Sponsored Research will send the updated version of the MUA electronically to all committee members for approval.
 - The committee does not need to meet again regarding this proposal.
 - The committee voted unanimously to make these recommendations to Dr. Kovacs. The motion was made by Mr. Bengsch and seconded by Dr. Bowe.

IV. New Business

- Dr. Steiert informed the committee about the letter received from the Sunshine Project, requesting copies of the minutes for the two most recent IBC meetings. It

was decided that Ross will send the minutes for previous two meetings to all committee members to review before they are submitted.

- Dr. Alter brought up the membership status of Walter Finney, Mountain Grove representative to the committee. It was decided that Dr. Alter will contact Jim Moore and discuss the status of Mr. Finney and appointing Dr. Waldstein as a new member.
- It was decided that the next IBC meeting will take place in Mountain Grove near the end of April, regardless of if there is a MUA to review.

V. Adjourn

There was a motion to adjourn the meeting by Dr. Bowe and it was seconded by Mr. Bengsch.

Minutes of IBC meeting May 12, 2005

Attendees: Drs. John Steiert, Dean Cuebas, Daniel Waldstein, Colette Witkowski, Michelle Bowe and Harold Bengsch.

The meeting was called to order by the Chairman Steiert.

Announcements:

There are no proposals to review this semester.

The committee will start to review the SMSU Biosafety Manual to check it for accuracy. The committee will meet this coming fall to discuss changes for the manual. Dr. Steiert will email the manual to the committee members.

The IBC website needs updating to make it more visible.

The meeting was adjourned.

Minutes from IBC meeting September 23, 2005

Those in attendance: John Steiert (chairman), Colette Witkowski, Michelle Bowe, Dean Cuebas, Charles Kroeger (ex officio)

The meeting was called to order by Dr. Steiert

One item on the agenda to discuss

Memorandum of Understanding and Agreement for recombinant DNA experiments

Biological Control of Crown Gall in Grapevine by Laszlo Kovacs – Fruit Science

A motion was made and seconded to approve the MUA.

The motion passed.

The meeting was adjourned.

Minutes of the Missouri State IBC Meeting

December 9, 2005

Those in attendance – Colette Witkowski, L. Michelle Bowe, and John G. Steiert

The following MUA was discussed

Biological Control of Crown Gall in Grapevine
Granting Agency – IR-4 Biopesticide Grants – Rutgers University
Proposal for continued funding for Rutgers Subaward #2005-SWMOB001
PI – Laszlo Kovacs

After discussion about the proposal, the following comment was added under “special instructions”: Because this project requires two permits, one from USDA and one from EPA, and they cannot be obtained until after the grant is funded, we decided to include the following statement since all compliance with NIH/USDA/EPA have not been fully met (as stipulated under part D of the MUA).

“The Missouri State IBC **approval** of the proposed recombinant procedures, plant pathogen use, and environmental release of recombinant organisms **is under the conditions** that the appropriate USDA and EPA permits are obtained. Once the permits are obtained a copy should be included with the MUA folder for this proposal in the IBC office.”

jgs

Minutes from the Missouri State IBC for May 12, 2006

Those in attendance:

John Steiert (Chairperson)
Michelle Bowe
Colette Witkowski
Patrick Byers
Charles Kroeger (ex officio)
Tracey Poston-Wang (ex officio)

The meeting was called to order by the chairperson. There were no proposals to review.

Other business: Currently, a proposal was put forth to the administration for a Bio-Safety Officer. Since we do not have enough work for a full-time BSO, other duties may include, Radiation Safety Officer, Occupational Health and Safety Director.

Chuck Kroeger reported that biosafety related documents were posted on the environmental management website.

Other items that were discussed; Guidelines for the use of controlled substances, and animal care facilities.

The meeting was adjourned.