

ROSALIND FRANKLIN UNIVERSITY
OF MEDICINE AND SCIENCE

Chicago Medical School
College of Health Professions
Dr. William M. Scholl College of Podiatric Medicine
School of Graduate and Postdoctoral Studies



Rachel E. Harrington, MPH, CHMM
Director
Environmental, Health, and Safety

December 15, 2006

Edward H. Hammond
Director
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Dear Mr. Hammond:

I am replying to your request for all the minutes of the Rosalind Franklin University of Medicine and Science Institutional Biosafety Committee (IBC). The committee meets annually and the minutes for 2003, 2004, 2005, and 2006 are attached.

The Rosalind Franklin University of Medicine and Science has, in 2006, substantially redesigned the makeup of its committee to better serve the faculty and support staffs handling biohazards. Going forward, this committee will be meeting quarterly.

Thank you for your patience in receiving these materials from Rosalind Franklin University of Medicine and Science. If you should have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in cursive script that reads "Rachel E. Harrington".

Rachel E. Harrington

**MINUTES OF THE INSTITUTIONAL BIOSAFETY COMMITTEE HELD
11/6/06**

Members present: Dr. Michael Sarras, Dr. Robert Marr, Dr. Neil Bradbury, Dr. Kenneth Beaman, Dr. Patricio Meneses

The meeting was called to order at 2:00 p.m.

- 1. Dr. Sarras opened the meeting with an explanation of the need for a revised Biosafety Committee. With input from faculty and staff, he had decided that a new committee was necessary to properly review research projects with regard to Biosafety. The Chair of the Institutional Animal Care and Use Committee (IACUC), the Manager of the Biological Resources Facility (Animal Care), and the Director for the Office of Environmental, Health and Safety had all expressed concerns over the need for a more streamlined and systematic approach to the screening of biological hazards that may present an occupational hazard to those working with the hazards.**

Dr. Sarras had thereby appointed the following members to the new committee:

Committee Chair -	Dr. Michael Sarras
Committee Vice Chair -	Ms. Rachel Harrington
Committee Members -	Dr. Kenneth Beaman
	Dr. Neil Bradbury
	Dr. David Harrison
	Dr. Patricio Meneses
Committee Advisors -	Dr. K.P. Chang
	Dr. B. Chandran
	Dr. Robert Marr
Community Reps -	Ms. Mary Cipriano (Abbott Labs)
	Mr. James Goettsch (North Shore Sanitary District)

Committee Advisors will not be expected to attend each meeting but will be instead used as a resource in their areas of

expertise. Each of these committee members and advisors brings knowledge to the committee that will help in deciding the specific level of biohazard being used in various research projects.

- 2. A new form that has been developed by the Office of Environmental, Health and Safety with input from other universities utilizing similar forms was introduced to the committee. The form was sent to committee members for approval/corrections/questions etc.**
- 3. Dr. Sarras informed the committee that it is likely the University will add a new employee to the Office of Environmental, Health and Safety in the next budget year. Due to the increasingly regulated environment in which the University is working and the increase in the types of biological substances being used he felt that the position could be justified and would add to the University's commitment to compliance.**
- 4. Dr. Sarras suggested to the committee that he felt that IBC meetings should be held quarterly rather than annually and perhaps more often if the need should arise.**
- 5. Ms. Harrington pointed out that the NIH guidelines for IBC membership requires the membership of two community representatives. She volunteered to contact the community representatives that have served in the past and see if they are still interested in assisting the University in this capacity.**

The meeting was adjourned at 2:45 p.m.

Minutes respectfully submitted by Rachel Harrington.

TO: Biohazards Committee

FROM: Ernest Sukowski, Ph.D.
Chair, Biohazard Committee

DATE: May 4, 2005

RE: Minutes of the May 4, 2005 Biohazards Meeting

Those Present:

Ernest Sukowski, Ph.D., Physiology & Biophysics, Committee Chairman
Ms. Mary Cipiriano, Abbott Laboratories
Dan Esta, Director of Purchasing
Ms. Karen Farrell, North Shore Sanitary District
Rachel Harrington, B.S., MPH, Director, Environmental Health & Safety
Robert Jackson, Director, Operations & Maintenance
Manfred Man, M.D., Family Medicine
David Mueller, Ph.D., Biochemistry & Molecular Biology
Daniel Peterson, Ph.D., Neuroscience Department
Darryl Peterson, Ph.D., Physiology & Biophysics
Judith Potashkin, Ph.D., Cellular & Molecular Pharmacology
Tom Wilson, Operations & Maintenance

Absent:

Kenneth Beaman, Ph.D., Microbiology & Immunology
Jerome Bloom, MFA, Orthopedics, Scholl
Altra Hall, Director, Campus Security
Janice Urban, Ph.D., Physiology & Biophysics

Minutes of the November 20, 2003 Biohazards Committee Meeting were approved unanimously, as presented to the committee.

I. **Chairman Report**

Dr. Sukowski, Chairman of the Biohazard Committee stated that the year has gone very smooth. There were no serious problems and no major crises. He also advised that the spill kit stations have been maintained and that there will be new stations added to the new building.

II. **Environmental Health & Safety**

Ms. Harrington, Director of the Environmental Health & Safety Department for the University informed the committee that there has been three waste pickups since she has been here, which have been held on a quarterly basis. She also advised that she handles the controlled substance ordering as well as support to the Biological Resources Facility with regard to occupational health issues. She pointed out that the MSDS is now available on-line. Investigators will also have the ability to store MSDS information on their desk top in an electronic binder and will be able to do a search of the site (i.e. manufacturer, supplier, etc.). Safety training for the labs was discussed with a possible on-line course. It was brought to the attention of the committee that there is no chemical hygiene plan at the University. This is required by law and will be worked on by Ms. Harrington. It was at the request of Michael P. Sarras, Jr., Ph.D., Vice President for Research that Ms. Harrington and Ms. Espinosa create an Institutional Biosafety Form that will go with grant applications that include information on the use of potential biohazards.

III. **Operations & Maintenance Report**

Mr. Jackson, Director of Operations and Maintenance advised the committee that he has been working very closely with Ms. Harrington for lab and overall University safety.

IV. **Purchasing**

Mr. Esta, Executive Director of Materials Management informed the committee that even though the University will now have an on line MSDS provider, the school will still provide hard copies of MSDS sheets downstairs by the receiving area. He did state that there are approximately 6500 line items in the building and there are approximately

2000 MSDS sheets which only represent about 1/3 of what is in the building. There were no new spill kit stations added at the new building however the saline for the eye wash stations was changed as per the date of expiration. He stated that the saline is good for two years; however it is changed every year as a precaution. There will be nine new emergency showers and eyewash station in the new building addition as well as either four or eight chemical spill kit stations.

V. Security Report

Altra Hall, Director of Campus Security, was unable to attend the meeting.

VI. New Business

A situation was brought to the attention of the committee about students and postdocs going through the halls and using the main elevator with solutions on a cart, biohazard bags and even transporting animals. It was pointed out that once the new lab wing opens there will be specific elevators in the wing that would stop the use of the main lobby elevators for such things.

It was also brought to the attention of the committee that people often wear their gloves and lab coats after leaving the lab. It was also learned that a purchase order was presented with blood on it. Ms. Harrington advised that this would be a subject that would be brought up in the hygiene plan.

Meeting was adjourned at 1:00 p.m.

cc: M. P. Sarras, Jr., Ph.D.

ES/dkph

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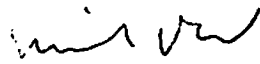
TO: Ernest Sukowski, Ph.D., Physiology & Biophysics (Chair)
Kenneth Beaman, Ph.D., Microbiology & Immunology
Jerome Bloom, M.S.A., Orthopedics
Manfred Man, M.D., Family Medicine
David Mueller, Ph.D., Biochemistry & Molecular Biology
Daniel Peterson, Ph.D., Neuroscience
Darryl Peterson, Ph.D., Physiology & Biophysics
Judith Potashkin, Ph.D., Cellular & Molecular Pharmacology
Janice Urban, Ph.D., Physiology & Biophysics
Rachel Harrington, BS., MPH, Director, Environmental Health & Safety ✓

Michael P. Sarras, Jr., Ph.D.
Vice President for Research & Dean
Professor of Cell Biology & Anatomy

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Community Representatives

Mary Cipriano, Abbott Laboratories
Karen Farrel, North Shore Sanitary District

FROM: Michael P. Sarras, Jr., Ph.D. 
Vice President for Research and Dean, SGPDS

DATE: September 27, 2004

RE: Biohazards and Recombinant DNA Advisory Committee

I am pleased to appoint you to the Biohazards and Recombinant DNA Advisory Committee. According to the University By-Laws:

"This committee shall be responsible for the development and maintenance of appropriate safeguards in the purchase, use and disposal of carcinogens, infectious agents, and other potentially hazardous materials not covered by another committee. The committee is also responsible for reviewing recombinant DNA research conducted at the University for its compliance with the NIH Guidelines as specified in Section III, Experiments Covered by the NIH Guidelines. This committee shall report its recommendations to the Vice President for Research."

Thank you for you participation.

MS:pw

cc: Dr. Albright
Dr. Rheault
Dr. Ross
Dr. Welch



Finch University of Health Sciences / The Chicago Medical School

Research Administration
Biohazards Committee
Office of the Chairman

TO: Jerome Bloom, Orthopedics, Scholl
Antonio Chedid, M.D., Pathology
Manfred Man, M.D., Family Medicine
Daniel Peterson, Ph.D., Neuroscience
Darryl Peterson, Ph.D., Physiology & Biophysics
Ernest Sukowski, Ph.D., Physiology & Biophysics
Mary Cipriano, Abbott Laboratories
Karen Farrell, North Shore Sanitary District
Sandra Kim, Student Representative, Microbiology & Immunology
Dan Esta, Director Purchasing
Altra Hall, Director Campus Security
Robert Jackson, Director Operations & Maintenance

FROM: Aron D. Mosnaim, Ph.D. *A. Mosnaim/dh*
Chair, Biohazard Committee

DATE: March 28th, 2003

RE: Meeting for April 8th, 2003

There is a Biohazard Committee meeting scheduled for Tuesday, April 8th, 2003 at 11:45 (12:00) noon in the Cellular & Molecular Pharmacology Conference Room 2.125. Lunch will be provided.

- I. The Year 2002 Review
- II. Report by Mr. Jackson, Director of Operations and Maintenance
- III. Report by Mr. Esta, Director of Purchasing and Receiving
- IV. Report by Mr. Hall, Director of Campus Security
- V. Old Business
- VI. New Business

We look forward to seeing you there. Please call with any regrets to Debbie, Research Administration at 847-578-8543. Thank you.

cc: V. Nair, PhD, DSc

AM/dkph