



OFFICE OF RESEARCH SERVICES

October 24, 2006

Edward Hammond  
The Sunshine Project  
1920 Stuart St.  
Berkeley CA 94703

Dear Mr. Hammond:

Per your request, enclosed are our IBC minutes for 2003-2006. If you have any questions, please do not hesitate to contact me.

Sincerely,



Eileen Callahan  
Director of Research Services  
callahanel@scranton.edu

enc. (4)

cc: Jerry DeSanto  
Joseph Dreisbach, PhD  
Abigail Byman, JD

**University of Scranton  
Institutional Biosafety Committee  
Minutes – May 18, 2006**

Members present: Kathleen Dwyer, Tabbi Miller-Scandle, James Slock, Joan Wasilewski

Others present: Eileen Callahan, Director of Research Services; Renee Curtis, Biosafety Officer, IMBM; Diana Trygar, Occupational Health and Safety

Absent: Peter Eden, Michael Sulzinski

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The meeting was called to order at 12:00 p.m. in the President's Dining Room of the Estate.

Minutes of the June 30, 2005 meeting were approved as presented.

There were no protocols submitted for registration or review.

Renee Curtis reported that the Institute of Molecular Biology and Medicine Response Plan was revised December 7, 2005, and the Biosecurity Plan was revised March 9, 2006.

There being no further business, the meeting was adjourned at 12:45 p.m.

Eileen Callahan

**University of Scranton  
Institutional Biosafety Committee  
Minutes – June 30, 2005**

**Members present:** Kathleen Dwyer, Peter Eden, Tabbi Miller, James Slock,  
Michael Sulzinski, Joan Wasilewski

**Others present:** Eileen Callahan, Director of Research Services; Renee  
Curtis, Biosafety Officer, IMBM

**Absent:** Diana Trygar

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The meeting was called to order at 12:00 p.m. in the President's Dining Room of the Estate.

Minutes of the June 2, 2004 meeting were approved as presented.

There were no protocols submitted for registration or review.

Renee Curtis, Biosafety Officer of IMBM, reported that information sessions were scheduled for all shifts of the Scranton Fire Department and for University maintenance personnel.

There being no further business, the meeting was adjourned at 12:55 p.m.

Eileen Callahan

**University of Scranton  
Institutional Biosafety Committee  
Minutes – June 2, 2004**

**Members present:** Peter Eden, Tabbi Miller, Michael Sulzinski, Joan Wasilewski

**Others present:** Eileen Callahan, Director of Research Services; Renee Curtis, Biosafety Officer, IMBM

**Absent:** Kathleen Dwyer, James Slock, Diana Trygar,

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The meeting was called to order at 12:00 p.m. in the President's Dining Room of the Estate.

Minutes of the June 9, 2003 meeting were approved as presented.

There were no protocols submitted for registration or review.

Renee Curtis, Biosafety Officer of IMBM, reported that there have been no issues of concern over the past year. CDC inspection on October 21, 2003, results were positive. IMBM is currently updating the format of the SOPs. The Bioemergency Plan has been approved by DOJ, USDA, and CDC.

An information session was suggested for the fall.

The University's Grants, Research, and Sponsored Programs (GRASP) Compliance Program has been approved by the Trustees.

There being no further business, the meeting was adjourned at 1:10 p.m.

Eileen Callahan

**University of Scranton  
Institutional Biosafety Committee  
Minutes – June 9, 2003**

Members present: Kathleen Dwyer, Peter Eden, James Slock, Michael Sulzinski, Diana Trygar,

Others present: Eileen Callahan, Director of Research Services; Renee Gavignoli, Biosafety Officer, IMBM; Tabbi Miller, Ph.D., Assistant Director, IMBM

Absent: Joan Wasilewski

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The meeting was called to order at 1:00 p.m. in the President's Dining Room of the Estate.

Minutes of the June 7, 2002 meeting were approved as presented.

There were no protocols submitted for registration or review.

Renee Giovagnoli, presented an overview of the Institute for Molecular Biology and Medicine (IMBM) Biosecurity Plan. The plan is on file in IMBM.

Due to the emphasis on bioterrorism preparedness and safety issues, an informational session and tour of the IMBM facilities was held September 26, 2002. The Biosafety Committee, interested members of the University faculty and staff, and local fire and police representatives attended.

The CDC Notification of Select Agents was submitted as required under the Bioterrorism Preparedness Act and is on file in IMBM.

The Annual Report submitted to OBA (NIH) via e-mail May 15, 2003 and is on file in the Office of Research Services

The University's Grants, Research, and Sponsored Programs (GRASP) Compliance Program is nearing completion.

There being no further business, the meeting was adjourned at 2:05 p.m.

Eileen Callahan