

FROM



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AND STATE UNIVERSITY

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FAX TRANSMITTAL FORM FAX # (540) 231-3944

DATE: April 18, 2006

TO: Edward H. Hammond

AT FAX #: 512-494-0545

FROM: Charlotte Waggoner, University Biosafety Officer

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IF THERE IS A PROBLEM WITH THIS TRANSMISSION,

CALL (540) 231- 5864

NOTE: Eric Wong is the chair of our IBC.

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15 March 2006

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Charlotte Waggoner

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By fax: 540-231-3944

Eric Wong, PhD

Dear Charlotte Waggoner

Pursuant to the National Institutes of Health Guidelines on Research Involving Recombinant DNA Molecules (NIH Guidelines), Section IV-B-2-a-(7),²⁴⁸ the Sunshine Project hereby requests the Minutes of all meetings of the Virginia Polytechnic Institute & State University Institutional Biosafety Committee (IBC) since 1 May 2003.

Please send the minutes to the address above. The NIH Guidelines require that minutes be made available "upon request". I request that you send your reply by Friday, 28 April 2006.

This letter is sent to you because IBC registration records of the National Institutes of Health Office of Biotechnology Activities indicate that you are responsible for the Virginia Polytechnic Institute & State University IBC.

This letter is sent to you as part of a national survey of compliance with the NIH Guidelines.

When you respond, I would appreciate your answer to the following question (please circle one):

The Virginia Polytechnic Institute & State University IBC HAS / HAS NOT implemented written policies for the identification, review, and oversight of research involving any of the seven categories of experiments of concern identified by the National Academies of Science in its report *Biotechnology Research in an Age of Terrorism* (the "Fink Committee" report).

Please feel free to attach any additional explanatory materials that you feel are appropriate. Thank you very much for your attention to this request.

Sincerely,



Edward H. Hammond
Director

²⁴⁸ Section IV-B-2-a-(7). Upon request, the institution shall make available to the public all Institutional Biosafety Committee meeting minutes

**Virginia Tech
Biotechnology Oversight Committee
Minutes**

Date: May 15, 2003
Members Present: V. Cash, V. Cauley, P. Jones, G. Jubb, N. Sriranganathan, S. Tolin,
C. Waggoner, R. Walker, E. Wong
Members Absent: D. Dean, T. Larson
Guests: None

The meeting was called to order by Eric Wong at 4:00 pm.

1. E. Wong gave a brief review of the conference "The Future Face of Institutional Biosafety Committees: Evolving Roles and Responsibilities, Upcoming Challenges and Opportunities Training Session" held February 20-23, 2003 in San Diego, CA. One important finding was that email meetings alone were not in compliance with NIH guidelines because they did not allow an opportunity for the public to attend the meetings.
2. Some interesting statistics from a national survey of IBCs was distributed.
General Conclusions: IBCs have limited resources, operate with a high degree of informality, and operate with a low degree of involvement from institutional leadership
Recommendations: IBCs provide more personnel resources, have written policies, be placed under institutional control, ensure strict adherence, and provide training.
3. The most recent version of the NIH Guidelines (April 2002) is available at <http://www4.od.nih.gov/oba>.
4. Summaries of Review Requirements and Biosafety Level Characteristics and Practices from the NIH Guidelines were distributed. The number of review categories has increased from five (III-A to III-E) to six (III-A to III-F). However, the BOC website has not yet been revised to reflect this change. Thus BOC members should continue to use the old five category system until the website is updated. The same four Biosafety levels remain (BL-1 to BL-4).
5. The BOC website has made the Program Approval process much easier. The website has been reconfigured during its migration from an old, unreliable server to a newer, more stable server. Fifty eight PIs currently have a Program Approval. An email process has been initiated to allow Sponsored Programs to verify that a proposal has BOC approval.

**Virginia Tech
Biotechnology Oversight Committee (BOC)
Minutes**

Date: June 3, 2004
Members Present: V. Cauley, P. Jones, G. Jubb, S. Piovano, S. Tolin, C. Waggoner,
R. Walker, E. Wong
Members Absent: D. Dean, T. Larson, N. Sriranganathan,
Guests: None

The meeting was called to order by Eric Wong at 4:05 pm.

1. S. Piovano, Lab Specialist Senior from Horticulture was welcomed as the new Staff Representative replacing V. Cash.
2. One new Program Approval and two revised Program Approvals were reviewed by the BOC last year. A total of 60 P.I.'s now have an on-line Program Approval.
3. Many PI's need to update their Program Approvals. E. Wong will send a reminder email to the P.I.'s to update their Program Approvals.
4. The Sunshine Project has requested a copy of the BOC minutes. A copy will be forwarded to them.
5. S. Piovano indicated that the Lab Tech Group would welcome a workshop on the proper handling of transgenic plants and animals, and proposed it be held in conjunction with the Vendor Show on August 11, 2004 or at a later date.
6. C. Waggoner reported that the original charter for the BOC was written in 1992 and needs to be reviewed to determine if any revisions need to be made.

The meeting was adjourned at 4:55 pm.

6. It was suggested that BOC members should have read-only access to all Program approvals, so that they can review any Program Approval if needed. S. Tolin indicated that this would enable her to verify that a PI has included in his/her Program Approval the proper APHIS permit required for conducting field trials with transgenic plants.
7. It was suggested that a letter be sent to all PIs with current Program Approvals to remind them that it is their responsibility to ensure that research in their lab is covered by their Program Approval. If not, then the PI should submit an amendment. A training session for new faculty was proposed, especially since VBI has hired many new faculty members, who may not know that their recombinant DNA research needs to be approved by the BOC.
8. The BOC will now meet once a year or more often as needed.

The meeting was adjourned at 5:00 pm.

**Virginia Tech
Biotechnology Oversight Committee Minutes
June 2, 2005**

Present: S. Tolin, R. Walker, T. Larson, S. Piovano, D. Ball (for D. Dean), C. Waggoner, G. Jubb, V. Cauley, E. Wong

Absent: N. Sriranganathan, D. Dean, C. Lambert

Meeting was called to order at 3:35 p.m.

1. **Candace Lambert replaces Posey Jones as one of the external community representatives.**
2. **Update on BOC status:**
 - a. **as required annually, a current roster and curriculum vitae of BOC members were sent to the NIH Office of Biotechnology Activity**
 - b. **the NIH will conduct site visits of Institutional Biosafety Committees (IBC) to assess the level of compliance to the NIH guidelines**
 - c. **At a meeting with B. Fenwick, Vice President for Research, a move of the BOC from the Research Division to the Compliance Office (D. Moore) is being considered. In this way, regulatory issues of the Animal Care Committee (ACC), Institutional Review Board (IRB), Radiation Safety, and the IBC/BOC can be coordinated more effectively. With the additional responsibilities of regulating select agents, a person in charge of the administrative duties of a combined IBC/BOC would need to be appointed.**
 - d. **The IBC/BOC charter is being revised to reflect these potential changes.**
3. **New/revised Program Approvals for 2004-2005**
 - a. **Stephen Boyle (vaccines), Vet Pathobiology, revised**
 - b. **Christopherr Lawrence, VBI, new**
 - c. **Chang-su Lim, Biochemistry, new**
 - d. **Anne McNabb, Biology, new**
 - e. **Steve Melville, Biology, new**
 - f. **Igor Sharahkov, Entomology, new**
 - g. **Boris Vinatzer, PPWS, new**
 - h. **Eric Wong (anopheles), APSC, new**
4. **Many PIs have very old Program Approvals that need to be updated. The Experiment Station is now requiring that all BOC Program Approvals be approved within 3 years for new Hatch grants.**

5. **Health and Safety has developed a form for completing risk assessment for all PI's who work at the BL-2 or BL-3 safety levels. S. Tolin will work with C. Waggoner to develop a form that is specific for plant pathogens.**
6. **S. Piovano indicated that the CALS staff association would be interested in attending a short workshop that provides training on safety procedures for use of recombinant DNA and various pathogens.**
7. **New faculty members need to be made aware that they need a BOC Program Approval to work with recombinant DNA, regardless of the funding source (startup funds, grants, etc). One mechanism that was proposed was during new faculty orientation.**
8. **The question was raised about how comfortable the BOC would be if a site visit was conducted. E. Wong indicated that all email correspondence has been saved, but the concern would be that BOC does not inspect labs but depends upon the PI to ensure compliance.**
9. **The meeting was adjourned at 4:25 p.m.**