

MONTCLAIR

STATE UNIVERSITY

Institutional Biosafety Committee Meeting Minutes

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Institution	Montclair State University, Montclair, NJ	
Meeting Date	September 29, 2025	
Meeting Time	11:00am-12:00pm	
Meeting Type	Virtual meeting via Zoom	
IBC Member Attendees	<ol style="list-style-type: none"> 1. Peter Hosick, Chairperson 2. Gena Coffey, Biosafety Officer 3. Kimberly Blatt, Director of Research Compliance 4. Sean Fitzgerald, Local nonaffiliated member (Hackensack Meridian Health) 5. Elena Petroff, IBC Member/Researcher 6. Nathan Rigel, Local nonaffiliated member (Kean University) 	
IBC Members Absent	<ol style="list-style-type: none"> 1. Kevin Bilyk, IBC Member/Researcher 2. Rosemary Lipala, IBC Member/Animal Expert/Lab Rep 	
Quorum	The IBC has 8 voting members, and 5 members are required to conduct business.	<i>Note late arrival/early departure of voting members and any impact on the quorum.</i>
Other Attendees	<ol style="list-style-type: none"> 1. Carrie Laset, Compliance Coordinator 	
Call to Order	The IBC Chair called the meeting to order at 11:03am.	
Conflicts of Interest	The IBC Chair reminded all members present to identify any conflicts of interest as each registration is reviewed. There were no conflicts identified.	<i>Committee members with a conflict of interest related to the review of a specific registration may not be involved in the review or approval of a project in which he or she has been or expects to be engaged or has a direct financial interest.</i>

<p>Review and approval of previous meeting minutes</p>	<p><u>July 10, 2025 Meeting Minutes</u></p> <p>Motion: A motion was made by PH and seconded by NR to Approve the minutes as written.</p> <p>Vote: Approved with 5 members voting in favor, 0 against and 1 abstention</p> <p>Discussion: None</p> <p>Changes to be made: None</p>	
<p>Review of Prior Business</p>	<p>NOTE: The PI has informed the Office of Research Compliance that they are not going to proceed with the field work component. The PI has confirmed that they want to officially withdraw the IBC modification submission.</p> <p>Background: Per IBC request at the 7/10/25 meeting (see discussion transcription below), Dr. Wu submitted a modification to approved IBC protocol 2025_IBC_0040 Wu_Bergen, student-led research, to include the field work component. The PI also submitted a modification to the related IACUC field protocol to complete the Hazardous Materials section.</p> <p>The IBC modification, which included a new field work flow chart, was reviewed by the Biosafety Officer and approval was ready to be processed, pending approval of the IACUC protocol modification.</p> <p><i>(transcription from 7/10/25 meeting minutes)</i></p> <p>Discussion: Dr. Wu/Ms. Bergen also have an approved IACUC protocol for field work. The IBC will request a future modification to this IBC protocol to add the applicable biosafety elements, as well as a modification to the IACUC protocol to complete the section on Hazardous Materials.</p>	<p><i>Summary of any prior business, such as:</i></p> <ul style="list-style-type: none"> ● <i>Actions taken on behalf of the IBC between meetings such verifying conditions have been met for approval.</i> ● <i>Updates on actions taken regarding incidents or follow up on an injury, discussion of remediation/retraining efforts.</i> ● <i>Details of building maintenance.</i> ● <i>Activities pertaining to prior safety discussions.</i> ● <i>Follow up on correspondence between IBC and NIH OSP.</i>
<p>IBC Registration Review</p> <p>(New IBC Registrations/Renewals/Amendments)</p>	<p>There were no new registrations submitted for review at this meeting.</p>	<p><i>Project Overview content:</i></p> <ul style="list-style-type: none"> ● <i>Agent name (e.g., organism, host vector system, etc.).</i> ● <i>Agent characteristics of note, (e.g. virulence, pathogenicity, antibiotic susceptibility, environmental stability).</i> ● <i>Sources and nature of the nucleic acid sequences (e.g., species, structural transgene, oncogene, toxin).</i> ● <i>Summary host(s) and types of vector(s) if used</i> ● <i>Modifications (e.g., deletions, insertions, mutations to</i> ● <i>attenuate, or render replication incompetent)</i>

		<ul style="list-style-type: none">• <i>and note of any supporting documentation (published or unpublished data).</i>• <i>Types of experimental manipulations that will be employed</i>• <i>(e.g., tissue culture, animal work).</i>• <i>Proposed biosafety containment levels at which each of these operations will occur.</i>• <i>Any other pertinent information.</i> <p><i>NIH Guidelines notes: Cite which applicable section(s) of the NIH Guidelines (Section III-A thru III-E) the research falls under. If the research is not subject to or exempt from the NIH Guidelines indicate why. Such discussion may be included in the minutes at the institution's discretion</i></p> <p><i>Training: Document completion of required institutional level training as well as detailed laboratory or protocol specific training.</i></p> <ul style="list-style-type: none">• <i>Basic Laboratory Biosafety</i>• <i>Safe sharps handling</i> <p><i>Detail any additional IBC recommended training, e.g., for use of specialized equipment or higher hazard work</i></p> <ul style="list-style-type: none">• <i>Protocol/Agent specific biosafety training</i>• <i>Animal handling (restraint, injections, primate safety etc.)</i>• <i>High containment laboratory proficiency training</i> <p><i>Staff will be trained in laboratory safety practices, including sharps safety precautions, prior to performing injections in mice. All required trainings are complete for all lab staff listed in the registration, or IBC approval is granted pending verification by the BSO that all staff listed in the registration have received required training</i></p> <p><i>Occ Health:</i></p> <ul style="list-style-type: none">• <i>Vaccination requirements</i>• <i>Respiratory protection</i>• <i>Periodic review of any medical surveillance</i>• <i>Post-exposure response</i>
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		<i>procedures</i>
Inspections/ Ongoing Oversight		<p><i>Results of Inspections for the labs granted approval conditional upon passing the inspection and correction of all deficiencies discussed at a prior meeting</i></p> <p><i>Section IV-B-2-b-(5) of the NIH Guidelines requires IBCs to periodically review to ensure compliance with the NIH Guidelines.</i></p>
Review of Incidents	None to report	<p><i>The NIH Guidelines require that significant incidents, violations and research-related accidents and illnesses be reported to NIH OSP.</i></p> <p><i>For information regarding incident reporting requirements please refer to the Incident Reporting FAQs.</i></p>
New Business/ Additional Topics	<p>The IBC Chair informed the committee about the notices from the NIH that may result in changes to current standards and knowledge, and potential changes to the IBC review process.</p> <p>IBC Member SF is the President of The Mid-Atlantic Biological Safety Association (MABSA). He discussed the potential for significant policy shifts and changes to the NIH regulations that are projected to be in place by Fall 2026. It was stressed that attending and offering our thoughts is important to help shape the direction of the updates.</p> <p>SF informed the committee about the upcoming regional listening sessions as distributed in the follow-up notice from the NIH Office of Science Policy, "Efforts to Modernize and Strengthen Biosafety Oversight," and encouraged the IBC members to attend.</p> <p>The Director of Research Compliance, the IBC Chair, the IBC Coordinator, and the Biosafety Officer will plan to attend the listening session on September 30, 2025.</p> <p>The Chair, the Biosafety Officer and the IBC Office continue to discuss the plan for updates to the Biosafety Manual.</p>	<p><i>Note any new or additional topics discussed by the IBC.</i></p> <p><i>Institutional Policy Review/ Updates -Document IBC vote as above as applicable</i></p> <p><i>Section IV-B-2-b-(6) of the NIH Guidelines requires IBCs to adopt emergency plans covering personnel contamination, research-related illness, accidental spills, and loss of containment. The IBC should approve new or amended policies by formal vote.</i></p>
IBC Training	There was no training scheduled for this meeting.	<i>Note any training conducted for the IBC members during meeting.</i>
Public Comments	There were no public comments.	

Adjournment	Upcoming IBC meeting dates: <ul style="list-style-type: none">● October 27, 2025● November 17, 2025● December 15, 2025 The Chair adjourned the meeting at 11:17am.	
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Minutes submitted by: Carrie Laset, IBC Coordinator

Minutes approved by: Peter Hosick, IBC Chair and Kim Blatt, Director of Research Compliance