

Nathan Kline Institute  
Institutional Biosafety Committee (IBC)

MEETING MINUTES

09/10/2025 11:00 AM

Virtual

**1. Initial Business**

**1.1 Call to Order**

This was a virtual meeting conducted via Zoom. The meeting was called to order by Dr. Scharfman on September 10, 2025, at 11:03 am.

**1.2 Confirmation of quorum**

**Members In Attendance**

<b>Member</b>	<b>Voting</b>	<b>Staff</b>	<b>Scientific</b>	<b>Affiliated</b>
Aine Duffy, Ph.D.	Yes	No	Yes	No
Catia Teixeira, Ph.D	Yes	Yes	Yes	Yes
Chris Cain, Ph.D	Yes	Yes	Yes	Yes
Erika Andrade, PhD	Yes	Yes	Yes	Yes
Helen Scharfman, PhD	Yes	Yes	Yes	Yes
Henry Sershen, PhD	Yes	Yes	Yes	Yes
John Smiley, Ph.D.	Yes	Yes	Yes	Yes
Mark Klinger, DVM	Yes	Yes	Yes	Yes
Relish Shah, MS	Yes	Yes	No	Yes
Robert Sears, Ph.D.	Yes	Yes	Yes	Yes

Members In Attendance: 10

The following members were absent: Carla Nasca, PhD (member), Edward Zybert (community member).

Staff: Staff attended

**1.3 Review of previous minutes**

July 16, 2025 IBC meeting minutes:

Minor typographic corrections were recommended.

Motion: A motion was made to approve the July 16, 2024 meeting minutes with the changes requested. Motion was seconded.

Vote: Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

## **2. Old Business**

### **2.1 Motion to remove Primary & Secondary reviewers from meeting Minutes**

Discussed whether the publicly posted meeting minutes should list the primary and secondary reviewers. The committee agreed that was not necessary as they are listed in the Oneaegis system. The Chairperson's name will be listed in the posted minutes.

Vote: Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

### **2.2 Annual Renewal – Typographical errors in list of viruses, including duplications**

Discussed whether the IBC should allow PIs to make changes to the original list of viruses if there are typographical errors or duplicate listings.

Motion: A motion was made to ask Oneaegis to revise section instructions to read, "If typographical corrections to the list are necessary, please add a note."

Vote: Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

### **2.3 Hood in Room 119 update.**

The fume hood in Rm 119 that has not been working was discussed. It was decided that a committee member will check if the hood has been recertified and will update the IBC at the next meeting.

### **2.4 CITI IBC Committee Refresher Course**

The IBC training refresher course on CITI for Committee members is required after the initial IBC training on CITI. However, the CITI website does not allow IBC committee members to take the IBC refresher course. Instead, refresher courses are only available for PIs and staff listed on protocols. This issue was discussed, and a motion was made to resolve the problem.

Motion: IBC Committee members only need to take the initial CITI Biosafety Course for Committee members. For continuing education of committee members, timely updates to guidelines and regulations will be presented to the committee at future IBC meetings. Committee updates to guidelines and regulations will be documented in future meeting minutes.

Vote: Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

### **2.5 Flesch score**

The current requirement for layperson language to have a Flesch score of 60 was discussed because of difficulty reaching this score by PIs.

Motion: A motion was made to ask Oneaegis to revise section instructions to read, "...Document Stats, next check that the Flesch reading score is 50 or above."

Vote: Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

### **3. New Business**

#### **3.1 Meeting with Advarra**

Two meetings held in mid-August with the outside consulting agency, Advarra, were discussed. These meetings were intended to review NKI's compliance policies. NKI is awaiting the consultant's report. The IBC will be updated at the next IBC meeting.

#### **3.2 Continuing education of committee members**

IBC discussed continuing education of IBC Committee members, and a section labeled Continuing Education of Committee Members will be added to all future IBC agendas.

### **4. Annual/ Continuing Renewal Reviews**

- 4.1 **Title:** Standard operating procedures for the use of adeno-associated virus for the Nasca laboratory  
IBC Protocol Number: IBC2023-10-NKI  
Principal Investigator: Carla Nasca, PhD  
Administrative Reviewer: Dr. Helen Scharfman PhD

This was a Year 2 BSL-1 annual review with a personnel amendment. Chairperson administratively approved on 8/6/25, and the approval letter was uploaded to the system.

**Vote:** Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

- 4.2 **Title:** USE of HSV in the Nasca laboratory  
IBC Protocol Number: IBC2023-9-NKI  
Principal Investigator: Carla Nasca, PhD  
Administrative Reviewer: Dr. Helen Scharfman PhD

This was a Year 2 BSL-2 annual review with a personnel amendment. Chairperson administratively approved 7/14/25. Approval letter uploaded to the system 7/29/25.

**Vote:** Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

## 5. Amendments

- 5.1 **Title:** Use of AAVs in the Hamm laboratory  
IBC Protocol Number: IBC2024-02-NKI  
Principal Investigator: Jordan Hamm, Ph.D.  
Administrative Reviewer: Dr. Helen Scharfman PhD

Virus amendment to add an AAV (BSL1). Chairperson approved on 8/20/25.  
Approval letter uploaded to the system 8/21/25.

**Vote:** Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

- 5.2 **Title:** Standard operating procedures for the use of AAV in the Sears Lab  
IBC Protocol Number: IBC2023-4-NKI  
Principal Investigator: Robert Sears, Ph.D.  
Administrative Reviewer: Dr. Helen Scharfman PhD

This was a BSL-1 protocol amendment to request an additional AAV (BSL-1).  
Chairperson approved 9/9/25, and the approval letter was uploaded to the system.

**Vote:** Total = 10; For = 7; Opposed = 0; Abstained = 3; Absent = 2

- 5.3 **Title:** Teixeira's lab AAV BSL-1 SOP protocol  
IBC Protocol Number: IBC2023-1-NKI  
Principal Investigator: Catia Teixeira, Ph.D  
Administrative Reviewer: Dr. Helen Scharfman PhD

This was a Personnel amendment. Amendment was approved by the  
Chairperson on 8/8/25, and the approval letter was uploaded to the system  
on 8/11/25.

**Vote:** Total = 10; For = 9; Opposed = 0; Abstained = 1; Absent = 2

- 5.4 **Title:** Use of AAVs in the Hamm laboratory  
IBC Protocol Number: IBC2024-02-NKI  
Principal Investigator: Jordan Hamm, Ph.D.  
Administrative Reviewer: Dr. Helen Scharfman PhD

This was a Personnel amendment. Amendment was approved by the  
Chairperson on 8/15/25, and the approval letter was uploaded to the system  
on 8/18/25.

**Vote:** Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

## **6. Protocol Closeouts**

- 6.1 **Title:** SOP for use of lentivirus in the Nixon laboratory  
IBC Protocol Number: IBC2023-13-NKI  
Principal Investigator: Ralph Nixon, MD, PhD  
Administrative Reviewer: Dr. Helen Scharfman PhD

This was a BSL-2 protocol closeout. Chairperson approved. Approval letter uploaded to the system on 9/8/25.

Motion: To edit the Termination letter to add “You have 30 days to dispose of agents.” And to require the PI to send a confirmation letter that the remaining agents were disposed of. The PI's confirmation letter would then be administratively uploaded to the protocol.

**Vote:** Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

## **7. Schedule date for next quarterly IBC meeting**

The next virtual IBC meeting is scheduled for Wednesday, December 10, 2025, at 10:00 a.m.

Vote: Total = 10; For = 10; Opposed = 0; Abstained = 0; Absent = 2

## **8. Adjourn**

The meeting was adjourned at 12:04 p.m.