

2025 Biosafety Committee Meeting Minutes

June 11, 2025 from 9:00am - 10:00am

Via Zoom

Voting Attendees: Craig Stephens, Sean Collins, Daryn Baker, Teresa Yang, Evelyn Mitsunaga

Non-Voting Attendees: Yizheng Tan, Esther Pham, Grace Thieme

Meeting Minutes

Discussion of last year's meeting minutes

- Motion to approve minutes, seconded, all in favor – unanimously approved

No new protocols to approve

NIH transparency requirements:

- Committee member rosters, IBC Chair, Biosafety Officer, IBC contact will be publicly available through the IBC-Registration Management system (RMS)
- IBC meeting minutes are required to be posted on Institutional websites starting June 1, 2025.

Discussion of approval process:

- SCU biosafety meeting minutes will be posted at the Institutional biosafety webpage after the meeting minutes are approved by the IBC committee.

Active Protocols: nothing new to review or discuss

Updates on SCDI ordering processes

- Centralized procedure - procurement of hazardous materials must be through the STEM purchasing manager. If necessary, the purchasing manager may request review and approval by the appropriate institutional officer(s)

Updates on Medical Surveillance Program

- Currently, 2 PIs and 2 staff members are required to participate in the full surveillance program. All are up-to-date with their medical assessments.
- Others who may access the facility and have shorter-term or incidental exposure (e.g. students, university staff, visitors) are required complete hazard awareness training and follow PPE/gowning protocols.

Training:

- The biosafety training is available through CITI training. It covers many different topics including NIH Recombinant DNA guideline, Committee member training, etc.

Meeting adjourned