

Institutional Biosafety Committee Meeting Minutes

12414 Exposition Blvd.
Los Angeles, CA 90064

Date: June 16th, 2025

Location: Virtual (via Microsoft Teams)

IBC Membership (5 voting, majority of voting members needed for quorum)

- Jason Keaton - Chair
- Linna Makmura - Local Non-Affiliated
- Kate O'Brien - Biological Safety Officer (BSO)
- Martin Purschke - Laboratorian Representative
- Daniel Rastein - Local Non-Affiliated

Attendance

Jason Keaton, Linna Makmura, Kate O'Brien, Martin Purschke were present. Daniel Rastein joined at 10:38 a.m. local time.

Additional Attendees

- Sofia Echeverria – Ellison Medical Institute,
- Erin Endress – Acacia Safety Consulting, Operations Manager

Minutes

- I. Meeting called to order by Chair at 10:35 a.m. local time.
- II. Items from the Chair:
 - A. Quorum is present with 5 voting members.
 - B. Brief introductions by committee members.
- III. No prior minutes to review and approve.
- IV. No prior business.
- V. Protocols for Full Committee Review:
 - A. Renewal Protocol (BUA June 2025)
 - B. PI Name – Shannon Mumenthaler
 - C. Registration Number/Title – Ellison Medical Institute Umbrella Biohazardous Use Authorization
 - D. Project Overview
 - The protocol involves the use of human cancer cell lines, commercially available and from human samples from clinical trials, to analyze DNA, RNA, and proteins.
 - Recombinant DNA (rDNA) techniques are used in human cells and in non-pathogenic *E. coli* K-12.

- Lentiviral vectors containing oncogenic transgenes will either be purchased commercially or be prepared onsite and handled using BSL-2+ containment practices.
 - CRISPR/Cas9 will be used to modify human cells and will be safely delivered to via electroporation.
- Additionally, human livers will be used to test the effects of various drugs on liver metabolism.
- E. NIH Guidelines Citations are: III-D-1-b, III-D-2-a, III-D-3-b, III-E-1, III-F-1, III-F-2, III-F-3, III-F-4, III-F-8 (Appendix C-I and C-II)
- F. Risk Assessment and Discussion – Open for questions. An IBC member requested to see pictures of transport containers and the laboratories. BSO Kate O'Brien will provide. An IBC member asked if there is shipping involved, and BSO Kate O'Brien confirmed there is and verified that relevant dock employees are DOT/IATA trained.
- G. Training – The Project and Personnel section of the BUA indicates that all individuals have completed the required training, and the BSO confirmed that this information is current.
- H. No Occupational Health Representative Review at this time.
- I. Biosafety Level Assignment – The work is conducted at BSL-2, with BSL-2+ practices implemented as needed for procedures involving Lentiviral vectors containing oncogenic transgenes. Appropriate signage is posted on the lab door during BSL-2+ activities.
- J. IBC Vote: Motion made by Daniel Rastein to approve the renewal protocol. Motion seconded by Linna Makmura. BUA approved unanimously.
- VI. No New Business.
- VII. Review of Incidents – None to report.
- VIII. Inspections/Ongoing Oversight Concerns – BSO reports inspections have been completed on lab spaces and submitted. There are no concerns.
- IX. IBC Training – None being conducted today.
- X. Public Comments – No comments received from the Public.
- XI. Meeting adjourned at 10:59 a.m. local time.