Cal Poly Humboldt.

Biosafety Committee Notes
August 20, 2026
Meeting called to order: 9:02AM

Present: Xena Pastor-Nuila, Krista Botkin, Nino Dzotsenidze, Jianmin Zhong, Pia Gabriel, Amy Sprowles, Rachel Hernandez, Dejah Thrift, Susan Morrison

Absent: Tianna Nourot, Brittany Bauserman, Jeffrey Schineller

- 9:02
  - Xena explains the biosafety committee meeting purpose to reestablish biosafety committee meetings
  - Xena, Krista, Amy, Jianmin, Nino, Susan, Dejah, Rachel, and Pia introduce themselves
- 9:06
  - Xena explains that it is an introductory meeting to get biosafety committee started for the new semester
    - Federal regulatory requirements and NIH requirements to operate research
    - Everyone in meeting has to be registered through NIH to be on committee
    - Susan and Brittany requested to send resumes for registration
    - Require new animal expert after retirement of previous
    - Require second local non-affiliated representative to meet on committee
    - IBC role to provide institutional oversight for biological agents that pose environmental and health risk. EH&S oversees process, but committee makes decisions. Committee is there to ensure proper research and safety processes are in place
    - Introduces Biosafety page on EH&S and PowerPoint explaining biosafety committee role
      - BSL-2 and above
      - Hierarchy of controls for hazards
    - BSL-2 and above work
      - Restricted access, biohazard signs
    - Applications to BSL-2 research
      - Submit a BUA to EH&S
      - If needed, EH&S will have IBC meeting to review proposal
      - IBC approval is necessary to conduct BSL-2 and above research
    - Regulatory basis for meeting
    - Update to campus biosafety manual for 2026 – 2027 published to EH&S website prior to meeting
      - EH&S will take point in updating biosafety manual annually
- 9:13
  - Amy poses a question – expresses need for biosafety support and resources

Cal Poly Humboldt.

        - Wondering what the timeline is for expectation that everything is in place for biosafety requirements
    - Xena answers
        - Not halting research in place
        - Met with new bio chair to put together a list of BSL work on campus to be able to pull up a master list of who is doing what on campus
        - Reaching out to people for renewals of BUAs once the list is put forth so EH&S can track details of work
        - Next meeting will go over renewals
        - New research will have to reach out to EH&S for BUAs
        - Plan is to capture all BSL research by end of semester
    - Amy asked for previous BUAs from approval
    - Xena stated that there are issues with recordkeeping due to turnover
    - Amy offered to look for previous BUAs
- 9:17
    - Xena asked if the renewal was annual or semesterly
    - Amy stated that no renewals were requested and asked Jianmin
    - Jianmin said he did not recall and asked that it be annual
    - Amy asked for the NIH guidelines
    - Xena stated that she would research
    - Amy requested to be in compliance with NIH for renewals
    - Xena agreed
    - Amy stated that there are classes using the materials and suggested reframing language to “biosafety activities on campus”
- 9:18
    - Nino pointed out that there was a place for renewal and new applications on the form and requested for a place to request modifications
        - Xena agreed
        - Nino stated that for animal research there are specific regulations for modifications, and stated that she was unsure of bio requirements for modifications
        - Xena stated that she would research
- 9:19
    - Xena began showing the BUA form and showing the sections of the form
        - Pointed out IACUC and IRB requirements for research approval in addition to NIH
    - Nino pointed out RCR training requirements of NIH research and offered to share resources
        - Xena agreed, stated that proposals would include information that IBC and EH&S would assist with pointing out additional requirements to be in compliance
    - Xena stated that forms must be signed by Department chair, PI, and co-PI
- 9:24

- Amy stated that previous proposals required SPF approval and list of proposals. Amy asked if there would be a list of SPF approvals and if these would be kept in files with the IBC approvals
- Pia said that SPF should be able to identify projects that require approval through check boxes on routing form. Stated that there was a pre-award form for approval for PIs to fill out before going through the BUA. This is attached to the SPF routing form and collects basic information. Helps track if project is funded, then the PIs should complete full BUA and follow-up on activities. Stated Xena would be informed when these projects are proposed, and would require her signature for pre-approval.
- Amy stated that she found a 2016 pre-award approval form.
- Pia stated that there were very few projects that fell into those approval categories previously
- Xena stated that not all pre-awards make it to actual projects. Stated sponsored programs have begun directing proposals to Xena.
- Pia asks PIs if they have been in touch with Xena when approval requests are submitted.

- 9:28
  - Nino asked a question about medical clearance form requirements from NIH. Anyone who works with SHC to comply with rules. Asks if people working on this research will need medical clearance
  - Xena stated that she would research guidelines
- 9:30
  - Xena stated that there were no submittals of BUAs to discuss yet. Asked for committee to identify BSL-2 research on campus.
  - Asked if IBC approved zebra fish project since the zebra fish are modified animals
  - Stated if the IBC had any questions to email Xena
  - Stated meetings would be scheduled for reviews
- 9:32
  - Susan asked if there are known BSL-2 projects what to do next – submit form, review by EH&S, and then have meeting
  - Xena agreed with Susan's understanding of the process and stated she wanted to collect multiple BUAs to review in next meeting
  - Amy stated that renewal forms may not be appropriate if there are not previous approvals. Asked for a resubmission of original documentation. Stated that a lot of activities in classrooms use recombinant plasma.
  - Susan stated she would continue looking through email to find old proposals
  - Amy stated the same – would look for old proposals
  - Susan asked for the semester to work on the list
  - Xena agreed, stated that committee could capture brand new research but capture
  - Amy stated that she found IBC hard-drive data and would upload to a shared drive. Requested that others put in information as they find it.
- 9:37
  - Jianmin stated that he has his own BSL-2 approval documents to upload

Cal Poly Humboldt.

    - Xena stated she would make the google drive today and would begin collecting information.
    - Amy offered to reach out to former committee members on campus for additional documentation
- 9:37
    - Xena adjourned the meeting