

Redactions: § 1004.22, Florida Statutes

**Florida State University Biological Safety Committee Meeting  
Zoom Meeting Minutes  
November 14<sup>th</sup>, 2025, at 1:00PM**

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Annual Meeting

I. Call to order

The Biological Safety Committee Chair, Dr. Bass, called to order the regular meeting of the Biological Safety Committee at 1:02PM on November 14<sup>th</sup>, 2025, via ZOOM Meeting.

II. Introduction of members and guests

With the addition of new committee members, the Biological Safety Officer asked all present to introduce themselves.

Voting members present:

**Dr. Hank Bass**, Chair and Biology Department Representative

**Dr. Adam K. Dewan**, Psychology Department Representative

**Mr. Michael Edgar**, Community Representative

**Mr. Glenn Ladwig**, Legal Counsel (Non-Voting)

**Dr. Richard N. Le**, Biological Safety Officer

**Dr. Choogon Lee**, Biomedical Department Representative

**Mr. Gan Preamplume**, Community Representative

**Dr. Quing-Xiang Amy Sang**, Chemistry and Biochemistry Department Representative

**Dr. Prashant Singh**, College of Health and Human Sciences Representative

Voting members not present:

**Dr. Ashwanth C. Francis**, Biology Department Representative

Guest and Non-Voting Members present:

**Dr. William Sitzabee**, Special Assistant to VP Finance & Administration

**Mr. Marvin Woods**, Associate Director of Environmental Health & Safety (EH&S)

III. Approval of Minutes from November 14, 2024, Meeting

Each committee member was asked to review the minutes from the previous meeting held on November 14, 2024. Dr. Bass moved to approve of the minutes as presented. Mr. Edgar. seconded the motion. The motion passed unanimously.

IV. Open issues

A. Research proposals to the Biological Safety Committee

1. Updates: Dr. Mousa revised his biosafety manual to include newly added viruses and bacteria that will be utilized in his laboratory. All listed agents will be managed within his BSL-2 laboratory. (Closed)
2. Exempt: The following new researchers have registered their research involving recombinant DNA with the Biological Safety Office and have indicated their experiments are exempt from the [National Institutes of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecule \(NIH\)](#)

[Guidelines](#)), as defined in Section III-F, Exempt Experiments.

Dr. Dongheon Lee, Department of Chemical & Biomedical Engineering  
Dr. Nathan Richbourg, Department of Chemical & Biomedical Engineering  
Dr. Amy Webster, Department of Biological Science  
Dr. James M. Jordan, Department of Biological Science  
Dr. Kayla Stoy, Department of Biological Science, Ecology and Evolution  
Dr. Edward Kalkreuter Department of Chemistry & Biochemistry  
Dr. Xiaofei Jia, Department of Biomedical Sciences  
Dr. Boris Kantor, Department of Biomedical Sciences, Institute for Pediatric Rare Diseases  
(Closed)

3. **Requires notification**: The following new researchers have registered their research involving recombinant DNA with the Biological Safety Office and have indicated their experiments would require Institutional Biosafety Committee (IBC) notification simultaneous with initiation, as outlined in Section III-E of the NIH Guidelines.

Dr. Liyun Miao with the Department of Biological Science.

Dr. Miao research will use [REDACTED], in accordance with Appendix E-III-A of the NIH Guidelines.

Dr. Sang moved to approve of the notification. Dr. Bass seconded the motion. The motion passed unanimously.

(Closed)

4. **Requires approval**: The following new researchers have registered their research involving recombinant DNA with the Biological Safety Office and have indicated their experiments would require IBC approval prior to initiation, as outlined in Section III-D of the NIH Guidelines.

Dr. Kislay Parvatiyar with the Department of Health, Nutrition, and Food Sciences.

Dr. Parvatiyar research will be using [REDACTED]. In accordance with Appendix B-II-D of the NIH Guidelines, all materials are classified as Risk Group 2 agents and need to be handled in a BSL-2 laboratory.

Dr. Parvatiyar is currently in the process of establishing his laboratory to meet BSL-2 standards.

Since Dr. Parvatiyar will be using [REDACTED], the Biological Safety Officer recommends approval of the research protocol, contingent upon the successful setup of the BSL-2 laboratory.

Dr. Dewan moved to approve upon the successful setup of the BSL-2 laboratory.

Dr. Singh seconded the motion. The motion passed unanimously.

(Pending)

B. Materials transfer agreements request

For this year, the Biological Safety Office, in collaboration with the Office of General Counsel through RAMP, reviewed 59 Material Transfer Agreements (MTAs) involving biological agents. All researchers were confirmed to have the proper containment facilities and personnel have received the appropriate safety training. All MTAs were approved.

C. Select Agents

Four laboratories currently possess Tetrodotoxin, each holding quantities below 100 mg—the threshold for mandatory reporting under select agent regulations. As such, all laboratories are exempt from reporting requirements.

D. Biohazardous waste program

On May 15, 2025, the Leon County Health Department conducted an inspection of the biological waste program and confirmed the University is in compliance with all applicable local and state regulations

- Biohazardous waste picked up for the fiscal year:  
729 boxes,  
592 were from EH&S,  
137 were from the Health and Wellness Center.
- Amount of waste: 3004 cubic feet:  
2439 from EH&S,  
565 from the Health and Wellness Center.

Note: Compared to last year, the overall percentage of biowaste increased by approximately 25%, marking the second consecutive year of biowaste increase.

E. Biological safety cabinet inspection and certification program

- Total number of active biosafety cabinets: 124
- Total number of inactive biosafety cabinets or in storage: 4
- Cost per unit for certification is \$265.00, which is covered by EH&S.

F. Biosafety Level 2 and 3, and Animal Biosafety Level 2 facilities

The Biological Safety Office continues to conduct inspections and offer guidance to researchers on the safe handling of biological agents, while also performing risk assessments to ensure compliance with applicable local, state, and federal regulations and guidelines.

- Biosafety Level 2 permit: 60  
Inactive Biosafety Level 2 permit: 15
- Active Biosafety Level 3 permit: 0 (Currently inactive. It is set up as a BSL-2)
- Active Animal Biosafety Level 2 laboratories: 2
- Active General bio-waste permit: 10

G. Training program

Between January 1 and October 31, 2025, the Biological Safety Office conducted training sessions on bloodborne pathogens, biomedical waste management, and BSL-2 laboratory practices for university students, faculty, and staff. The Biological Safety Officer reported the following activities during this period:

- Bloodborne pathogen and biomedical waste classes with 757 participants
- BSL-2 classes with 385 participants

V. New Business

A. NIH: Strengthened [Institutional Biosafety Committee Transparency Measures](#)

On March 28, 2025, the NIH issued a notice—effective June 1, 2025—reaffirming its commitment to transparency in biosafety oversight. The notice directs the public posting of rosters for all active Institutional Biosafety Committees (IBCs) registered with the NIH Office of Science Policy (OSP) via the [IBC-Registration Management System](#) (RMS). These rosters must include the names and roles of all committee members. Additionally, NIH will publish contact information for the IBC Chair, Biological Safety Officer, and designated IBC Contact.

The notice also requires that approved meeting minutes from all IBC meetings held on or after June 1, 2025, be publicly posted on the institution's website. NIH expects these minutes to be published promptly following approval, with all appropriate and allowable redactions applied. This requirement does not apply retroactively to meetings held before June 1, 2025; however, institutions must still provide those minutes upon public request.

Institutions may also choose to voluntarily post earlier minutes in the interest of transparency.

In response to this directive, the Biological Safety Office has been collaborating with the Office of Research to ensure minutes from the Biological Safety Committee will be posted on the Department of Environmental Health and Safety website.

(Closed)

B. Executive Order: Improving the Safety and Security of Biological Research, [Executive Order \(E.O.\) 14292](#)

The Executive Order on Improving the Safety and Security of Biological Research, issued on May 5, 2025, aims to strengthen oversight and reduce risks associated with high-consequence biological research. It replaces previous policies and introduces stricter controls on gain-of-function studies and Dual-Use Research of Concern (DURC).

The EO supersedes the [2024 DURC/PEPP Policy](#) and establishes a framework for oversight of research involving pathogens with pandemic potential.

Currently, the University is not aware of any research activities that meet the EO criteria for materials defined in DURC.

The Biological Safety Office have reported this with the Office of Sponsored Research Compliance.

(Closed)

C. Biological Safety committee meeting interval

In alignment with the NIH Notice on Strengthening Institutional Biosafety Committee Transparency Measures and the Executive Order on Improving the Safety and Security of Biological Research, a motion was introduced to enhance the University's transparency. As part of this effort, it was proposed that the Biological Safety Committee increase its meeting frequency to convene twice a year (six month interval).

Dr. Bass moved to approve of the notification. Dr. Dewan seconded the motion. The motion passed unanimously.

(Closed)

VI. Next meeting time

The meeting called to be adjourned at 1:50PM by Dr. Bass. All presents favored the adjournment. Next meeting time - To be determined in the Spring.