

**USDA**  
**Panel: Full Committee Review**  
**MINUTES OF MEETING**  
**June 16, 2025**  
**In-Person and Virtual**

**Members Present:**

**Voting:**

Chad Austin (BSO)  
Maggie Behnke (ARU Veterinarian)  
Amy Lyons (IBC Program Coordinator)  
Dana Mitzel (Chair) (IBC Chair)  
Ediane Silva (ARS Scientist)  
Steven Witte (ARS Scientist)  
Ping Wu (Vice Chair) (IBC Vice Chair)  
Daniel Harris (SHEM)  
Dan Brown (Community Member)  
Jay Reppert (Community Member)

Quorum was met with 10 of 13 voting members present.

**Not Voting :**

Katie Knapek (Alternate ARU Veterinarian)  
Gregory Peterson (Alternate BSO)

**Non-Voting Ex-Officios:**

**Minute Secretary:** Amy Lyons

**Guests:** Juliette Hanson; Megan Trapp

**The meeting was called to order at 02:05 P.M by D. Mitzel, Chair.**

**EARLY AGENDA ITEMS**

**1. Confidentiality of Panel Proceedings**

The members of the panel and the persons employed by the panel are reminded that they shall maintain the confidentiality of the panel's proceedings unless such information is already made available to the public. The Parties shall maintain the confidentiality of the panel's hearings, deliberations and initial report, and all written submissions to, and communications with, the panel.

**2. Introduction of New Panel Members**

Daniel Harris, the new primary SHEM representative, was introduced to the panel.

**3. Presentation of Protocols**

Diane Holder presented on protocol 23-06-013, Proficiency panel and reference material preparation.

**4. Protocol Review**

**Protocols For Review**

**1. Presentation, Discussion and Voting on a Amendment protocol:**

**Protocol ID:** 23-06-013

**Principal Investigator:** Diane Holder

**Other Investigators:** Katherine Merino  
**Title:** Proficiency panel and reference material preparation.  
**Review Type:** Full Committee Review  
**Proposed Containment Level:** BSL-1

Protocol Summary: In this protocol the PI proposes to produce proficiency panel and reference materials using Qbeta phage particles with small synthetically produced sequences containing the primer probe binding sites of various agents of interest.

After discussion, a motion to approve at BSL-1 pending resolution of stipulations was made by Steve Witte and seconded by Maggie Behnke. It was voted on and approved (10 ayes, 0 noes). Discussion of risk focused on the nature and length of the synthetic sequences to be amplified. NIH Guidelines III-D-2-a, III-F-8, and Appendix C-II.

Stipulations:

1. In the Biological Materials and Agents table add the E. coli strains and helper phage.

## 5. Meeting Reminder

Meetings are held the first Wednesday of the month from 11:00a.m. to 1:00p.m.

**The meeting was adjourned at 02:30 P.M.**

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(Signature)

(Chair)

(Date)

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(Signature)

(Manager)

(Date)