

Institutional Biosafety Committee Meeting Minutes
TRC-Large Conference Room 3rd Floor
October 16, 2025

Minutes approved in December 18, 2025 IBC Meeting

Members Present (11): Dr John Bates, Dr. James Rowlett, Dr. Stephen Stray, Dr. Laree Hiser, Dr. Yolanda Griffin, Dr. David Thompson, Dr. Nathan Campbell, Dr. Jamie White, Gretchen Zmitrovich, Anthony Walters, Sharon Greer

Members Absent (1): Dr. Josh Speed

1. **Call to order** – The meeting was called to order by Dr. John Bates at 3:03 pm.
2. **Approval of Minutes** – One minor correction was made to the minutes for the September 18, 2025 meeting. Dr. Laree Hiser motioned to approve the minutes. Dr. Stephen Stray seconded the motion, and the motion was passed.
3. **Old Business**
 - A. Registration Updates.
 - i. IBC-00001154 – Lab inspection was completed on 10/15/2025.
 - ii. IBC-00001141 – Lab inspection is scheduled for 11/5/2025.
 - iii. IBC-00001159 – Registration was approved and lab inspection was completed on 10/14/2025.
 - iv. IBC-00001146 – Registration was approved and lab inspection is waiting to be scheduled. Pending since 5/29/25. Mr. Walters will contact the investigator to schedule an inspection.
 - v. IBC-00001165 – Registration was approved and lab inspection was completed.
 - vi. IBC-00001152 – The investigator has not yet submitted his revisions. Pending since 10/5/25.
 - vii. IBC-00001161 – Minor revisions were submitted on 10/13/25 that addressed reviewer comments.
4. **New Business**
 - A. New registrations since last month – none.
 - B. 3-year renewals
 - i. IBC-00001068 – Submitted on 10/14/25. Dr. Thompson and Dr. Griffin will cover designated member review for this renewal.
 - C. Overdue annual continuing reviews of Cayuse protocols.

- i. IBC-00001077 - overdue. Dr. Bates contacted the investigator on 10/11/25 and is awaiting a response. Dr. Bates will follow up.
 - ii. IBC-00001071 – overdue. Dr. Bates contacted the investigator on 10/11/25 and is awaiting a response. Dr. Griffin will follow up.
 - iii. IBC-00001072 – overdue. Dr. Bates contacted the investigator on 10/11/25 and is awaiting a response. Dr. Thompson will follow up.
 - iv. IBC-00001087 – overdue. Dr. Bates contacted the investigator on 10/11/25 and is awaiting a response. Dr. Bates will follow up.
- D. Protocol closeout list:
- i. Dr. Ritesh Tandon – Cell and Molecular Biology. Dr. Tandon is no longer at UMMC, and his former lab space was cleaned out and is now occupied by other researchers. We need to verify that all registered materials were transferred or destroyed.
 - ii. Dr. Ji Li (IBC-00001092) – Physiology. Dr. Li is no longer at UMMC, but his lab space is still posted. We need to verify that all registered materials were transferred or destroyed and remove signage.
 - iii. Dr. Larry McDaniel – Cell and Molecular Biology. Dr. McDaniel is still affiliated with UMMC but no longer has a lab. We need to verify that all registered materials were transferred or destroyed and remove signage or update signage if another lab is now occupying Dr. McDaniel’s former space.
 - iv. Dr. Eva Bengten – Cell and Molecular Biology. Dr. Bengten will separate from UMMC in November. Dr. Bates will send her the IBC closeout form.

5. Procedures:

- A. Dr. Bates will e-mail investigators to let them know that their pre-Cayuse protocols have expired and they are due for 3-year renewal. All 3-year renewals must be submitted by the PIs via Cayuse on or before the first day of the month. The inspection checklist will be sent to investigators well in advance of the inspection and the BSO may conduct pre-inspection visits. Investigators will be assigned a time slot for their inspections well in advance of inspections and we will perform multiple inspections per day.
- B. We want to make the transition to Cayuse as easy as possible for the investigators. IACUC provides a good example. They clearly communicate expectations and processes and are consistent in their interactions with investigators.

- C. 3-year renewals will be subject to designated member review and not considered by the full committee. This process will allow two IBC committee members to review as primary and secondary reviewers. All committee members are encouraged to post a comment within 5 days. The primary and secondary reviewers will work directly with the PI to resolve any issues regarding the protocol. Once approved, the registration will be routed to the IBC Chair for final review and approval.
- D. Cayuse notifications should be sent prior to expiration.
- E. The IBC closeout protocol was discussed. The suggestion was made to inspect laboratories prior to closeout if the IBC is aware of an investigator leaving UMMC. The consensus was that after departure of a researcher, the department chair is responsible for ensuring that registered materials are destroyed or transferred. Dr. Bates will review the current closeout form and coordinate any revisions to the document with the committee via e-mail. No votes were taken regarding the closeout process.

6. IBC Membership Update:

- A. Dr. Nathan Campbell has accepted membership and will begin serving immediately.
- B. Dr. Brian Williams has accepted membership. We are waiting on his CV and expect him to become active on the committee in December.
- C. Dr. Harry Pantazopoulos has accepted membership and will join the November meeting.
- D. Dr. John Hosler has rotated off of the committee.
- E. Dr. David Vearrier has rotated off the committee.
- F. The committee discussed possibly adding additional members to meet the anticipated workload of 3-year renewals.

7. Informed Consent Subcommittee Update (Hiser, Stray, Walters, Zmitrovich): Ms. Zmitrovich circulated a document among the subcommittee members following the September meeting. She received feedback from Dr. Hiser and is awaiting feedback from other subcommittee members.

8. Biosafety Cabinet Update (Walters): Cabinets that failed the inspection have been re-inspected. A central HEPA filter(s) in the air duct that vents the affected hard-

ducted BSC was beyond its replacement date and contributed to the failure of BSC to pass inspection. Replacement of this filter(s) has been initiated.

9. **Adjournment:** Motion to adjourn the meeting was made by Dr. David Thompson and seconded by Dr. Stephen Stray. The committee voted to adjourn at 4:17 pm.