

Institutional Biosafety Committee Meeting Minutes
TRC-Large Conference Room-3rd Floor
November 20, 2025

Minutes approved in December 18, 2025 IBC Meeting

Members Present (11): Dr. James Rowlett, Dr. Stephen Stray, Dr. Laree Hiser, Dr. Yolanda Griffin, Dr. David Thompson, Dr. Nathan Campbell, Dr. Josh Speed, Dr. Harry Pantazopoulos, Gretchen Zmitrovich, Anthony Walters, Sharon Greer

Members Absent (2): Dr. John Bates, Dr. Jamie White

1. **Call to order** – The meeting was called to order by Dr. James Rowlett at 3:03 pm.
2. **Approval of Minutes** – Dr. James Rowlett will discuss the October 16, 2025 minutes with Dr. John Bates prior to approval. Dr. Stephen Stray motioned to pend the minutes until the December meeting. Dr. Laree Hiser seconded the motion, and the motion was passed.
3. **Old Business**
 - A. Registration Updates.
 - i. IBC-00001159 – Initial inspection completed on 10/14/2025 and follow-up inspection scheduled for 12/4/2025.
 - ii. IBC-00001146 – Inspection completed on 11/17/2025.
 - iii. IBC-00001165 – Inspection completed on 10/16/2025.
 - iv. IBC-00001152 – Revisions submitted on 11/3/2025 and pending review.
 - v. IBC-00001161 – Revisions submitted on 10/13/25 and pending review.
 - B. 3 Year Renewals
 - i. IBC-00001068 – Drs. Griffin and Thompson submitted their comments in Cayuse. Registration awaiting review and approval.
 - C. Overdue annual continuing reviews of Cayuse Protocols:
 - i. IBC-00001077 – Dr. Bates contacted on 10/11 and 10/29; no response. This protocol will expire on 11/30/2025. Move to closeout list.
 - ii. IBC-00001071– Protocol has been closed out.
 - iii. IBC-00001072 – PI has completed annual continuing review.
 - iv. IBC-00001087. Dr. Bates contacted on 10/11 and 10/29; no response.
 - D. Protocol closeout List:
 - i. IBC-00001077 – Dr. Bates contacted on 10/11 and 10/29; no response. This protocol will expire on 11/30/2025. Move to closeout list.
 - ii. IBC-00001071– Protocol has been closed out.
 - iii. IBC-00001072 – PI has completed annual continuing review.
 - iv. IBC-00001087. Dr. Bates contacted on 10/11 and 10/29; no response.

- v. Eva Bengten – 20120326 & 20040728 – CMB – 11/2025 – Awaiting documentation from Dr. Bengten. Dr. Stray will reach out regarding lab close out.

4. New Business

- A. New registrations since last month:
 - i. IBC-00001170 – Submitted on 11/12. Submission will be reviewed in the December meeting.
 - ii. IBC-00001088 – Submitted on 11/19. Submission will be reviewed in the December meeting.
- B. 3-year renewals
 - i. No renewals to date
- C. Overdue annual continuing reviews of Cayuse protocols.
 - i. No overdue reviews to discuss
- D. Protocol closeout list:
 - i. IBC-00001077 – expires on 11/30/2025

5. Procedures:

- A. Suggestion made to send out Cayuse notification prior to expiration. Per Stephanie Roache with Cayuse on 11/18/2025, institutions can customize the initial trigger date for both the 3-year renewal and the annual continuing review process. However, once triggered, the system currently sends email notifications every 30 days. Cayuse is not able to accommodate customized notification intervals (such as 90, 60, 30, 7, 0 days, or daily reminders after 15 days past due) at this time.
- B. Adding PDF files to the Cayuse record currently requires submitting an amendment through IBC Office. This approach is not ideal, but it is immediately available. Currently in discussion with Cayuse to see if better alternatives are feasible.
- C. CITI Training – new external members now have access to complete all training modules.
- D. Cayuse access for new members - a meeting will be set up between OAVCR leadership, Dr. Bates and Dr. Rowlett to discuss in detail.
- E. A motion was made to refer to protocols using protocol number instead of instead of investigator name. (This approach minimizes the potential for confusion when working with protocols from investigators who have multiple protocols.) The motion was seconded and passed.

6. IBC Membership Update:

- A. Dr. Brian Williams has accepted membership. We are waiting on his CV and expect him to become active on the committee in December. Sharon Greer will send a reminder to send CV.
- B. Ms. Carla Brown has agreed to serve as an external member. CITI training modules have been sent for completion. Ms. Brown will replace Dr. Toyota.

7. Informed Consent Subcommittee Update (Hiser, Stray, Walters, Zmitrovich): The subcommittee is still reviewing revisions and will provide update at next meeting.

8. Biosafety Cabinet Update (Walters): No update to provide at this time.

9. Adjournment: Motion to adjourn meeting was made by Dr. Stephen Stray and seconded by Dr. Laree Hiser. The committee voted to adjourn meeting at 4:12 pm.