

Regular Meeting of the WMed Institutional Biosafety Committee (IBC)

April 14, 2026

3:00pm - 4:00pm

In person Room 423

Meeting Start Time: The Chair confirmed there was a quorum and the meeting was called to order at 3:04pm.

Number of Regular members on the roster: 10; Number required for quorum: 6

1. Attendance

Voting Members Present	
Status	Initials
Chair, Member	NH
Vice Chair, Member	CJ
Member	RV
Member	RP
Member	AC
Member	MC
Member	JD*
IBC Coordinator	CJK

Voting Members Absent	
Status	Initials
Community Member	SF
Community Member	RS

Non-Voting Members Present	
Status	Initials
SDRC, Ex-officio	CS

Non-Voting Members Absent	
Status	Initials
RSO, Ex-officio	PJ

*Attended via Microsoft Teams

2. Welcome and Updates

- NH welcomes members to the meeting and announces that a new committee member, a Scientist at Zoetis, will be joining the committee soon..

3. Conflicts of Interest and Confidentiality

The Chair reminded all members present that any member of the IBC may not participate in the review or approval of a project in which he/she has been or expects to be engaged or has a direct financial interest.

4. Review of Prior Minutes

a. Approval of 3.11.2026 minutes

Discussion: No comments.

MOTION: A motion was made by RP and seconded by CJ to approve the **3.11.2026** meeting minutes.

VOTES: Approve

# Present	Votes For	Votes Against	Abstained	Recused	Absent
8	8	0	0	0	2

b. Approval of 3.18.2026 minutes

Discussion: No comments.

MOTION: A motion was made by CJ and seconded by NH to approve the **3.18.2026** meeting minutes.

VOTES: Approve

# Present	Votes For	Votes Against	Abstained	Recused	Absent
8	8	0	0	0	2

5. Protocol Review

a. IBC-2026-001 – EL

Discussion: NH and AC/CJK serve as reviewers for this protocol, which is being treated as a pre-review to provide feedback to the investigator. Additional information is needed regarding the chemicals being administered in order to conduct a proper risk assessment. Administrative edits are required in the personnel sections. Mouse models are listed on the investigator's previously approved protocol. A meeting is suggested with the investigator to ensure no activities are being overlooked that would require additional IBC oversight, as the application in its current form does not appear to contain anything needing a full protocol. The primary concern involves the chemicals, which could also be addressed through an SOP outlining appropriate PPE, hazards, and risks.

b. IBC-2022-024 – CJ

Discussion: Amendment submitted for changes to personnel and additional work that does not change biosafety risk. Will be processed administratively.

6. Occupation Health Updates - JD

- OSHA inspection updates – OSHA monitored five individuals while on site. Only one individual had a detectable reading of a substance, which was below the applicable threshold. Air exchange systems and current practices were functioning as intended. Formaldehyde monitoring and training documentation were still being gathered for submission. Human Resources issues related to role classification and job descriptions resulted in some personnel being omitted from the training list. The final report and any associated fines are expected in early to mid-May.

7. Biosafety Updates - AC

- **ABSA Practices and Principles of Biosafety Training:** AC attended conference focused on biosafety and core biosafety principles. The training is not regulation-focused, as it is intended to be borderless and applicable regardless of country or location. Key takeaways center on biosafety management and building a strong culture of safety.
- **Noncompliance Report submitted to NIH OSP:** Final report was submitted to NIH within the 30 day timeframe as require for work that falls under the guidelines. No response has been received.
- **IBC Registration Update:** The goal is to send the registration out sometime in April for the first round. Two investigators piloted the registration and provided feedback, and the process may continue to evolve as it is implemented.
- **Lab Coat Issues:** There have been a few issues of individuals not wearing lab coats in laboratory spaces and not donning them after being reminded. CS drafted a proposed three-step process to address these situations. The first step relies on PIs or lab managers to take ownership of their spaces and address the issue directly. The second step involves reporting ongoing issues to Research Compliance so that a discussion can occur with the individual, their supervisor, or both. If noncompliance persists and resolution cannot be achieved, the issue may be escalated through the compliance reporting system.

8. Continuing Education:

- **Annual Member Training - Anatomy of an IBC Training:** NH provided an overview of the training they attended, which is shared with the committee as part of ongoing education for IBC members.

9. Adjournment:

Meeting ended at 4:00pm.