

harIBC Meeting Minutes

02/24/2025

1:00; 326 Library; ZOOM

I. Call to Order: 1:02 PM

II. Roll Call

1. *Members Present: Jose Barbosa, David Giles, Bradley Harris, Darrell McGraw, Jennifer Cunningham, Henry Spratt, Jessica Sanders*
2. *Members Absent: Margaret Kovach, Bob Jackson*
3. *Ex-Officio Present: Cheryl Murphy, Samar Tadros Yousef*
4. *Visitors: N/A*

III. Approval of November 24, 2024 Minutes

1. Motion: Approval of November 24, 2024 minutes –
 - a) In Favor = 7
 - b) Opposed = 0
 - c) Abstentions = 2

IV. Old Business

1. **Approved registration modifications, administrative reviews, annual updates & closures**
 - a) 24-09: Harris, Bradley – Registration approved 12/8/2024
 - b) 24-10: Sharma, Ritu – Registration approved 12/10/2024
 - c) 24-11: Sharma, Ritu – Registration approved 12/15/2024

2. Lab Inspections

- a) Holt 323: Lab inspection conducted 1/21/2025

3. Updates on registrations in progress

- a) 25-01: Leasi – Request for DH Approval to be sent 02/24/2025. Almost finalized.

V. New Business –

1. Research Integrity Compliance Officer – IBC, RCOI and RECR position filed:

- a) IBC Administrator: Samar Tadros Yousef; Start Date: January 27, 2025
 - 1. Samar went over her educational background and qualifications.

2. Registration Form Revision:

- a) Revisions to the registration form: Minor changes vs. major changes.
- b) Minor changes that were proposed:
 - 1. All members are encouraged to share their ideas about any updates.
 - 2. Adding more names to Section A.2. After approval any additions will be made using the amendment form.
 - 3. Section B: Experimental design was added to that section to avoid redundancy in sections D, G.
 - 4. Section B.5.: Question added to direct PI to what is the main concern of the IBC (sources of potential aerosol generation hazard and risk control measures to be used).
 - 5. Section B.6. and 7: Questions added to help PI identify inactivation method used for material/sample/agent inactivation.
 - 6. Section B.8.: Question added to identify types of generated waste and the treatment method before disposal. May need to add/ask for departmental SOPs.
 - 7. Section C.3.: Question 3 removed since the answer should be included in the containment plan.
 - 8. Section D. More verbiage added to ask for details.

9. Section H.6.: Deleted sublists of natural exchangers. Item 8.f. Deleted list of organisms with extrachromosomal elements as per Appendix C-VI.

c) Major changes:

1. We are reviewing IBC registration forms from other institutes to try to re-arrange the sections to avoid any confusion and facilitate the process for PIs.

3. **Review Update to SOP #1**

- a) Verbiage added about notifying IBC prior to starting any research or teaching activity involving biological hazards, to help IBC capture everything ASAP.
- b) Add entire description instead of abbreviations.
- c) Update contact info of Dr. Giles.

4. **Review Update to SOP #5**

- a) Update contact info of Dr. Giles.
- b) Periodic revision with no other changes.
- c) Update the 'Office of Safety and Risk Management' to 'Environmental Health and Safety'.

5. **Additional items for discussion**

- a) Go over registration life-cycle – need to use appropriate forms when making changes to approved registrations
 1. After a registration is approved either through administrative process or IBC Committee review, Department Head (DH) approval needs to be obtained, then an official IBC Letter will be sent to the PI.
 2. After the release: No changes can be done to the IBC registration form. For any amendments the PI shall use either: annual review form (if at the time for the annual update) or the Amendment form (any other time through the protocol registration cycle).
- b) A question about the registration closing and the need to send reminders to PIs before the protocol registration end date:

1. It was agreed to send reminders 6 weeks before the expiration of the approval.
- c) A question about protocol IBC # 24-07: amendment form will be approved shortly.
- d) A question regarding any response from Dr. Bathi (Civil Engineering) and submitting a registration pertaining to teaching course and/or research activities.
1. Dr. Bathi's research lab is not functional, so was waiting for completion of construction to submit research activities. Teaching lab course responsibilities were moved to Chris Frishcosy, who has not been incorporating IBC-related activities into the course until a registration has been approved.
- e) Committee Members Appreciation Luncheon:
1. March 24, April 21; Preference for luncheon was April 21. Send preferences, if any, to Dr. Giles.

6. Updating IBC-related research in the DHON handbook

VI. Next Meetings – March 24, April 21

VII. Adjournment – 1:48 PM