

IBC Meeting Minutes

06/02/2025

1:00 pm; 207 Library (Conference Room); ZOOM

I. Call to Order:

1:02 PM

II. Roll Call:

1. **Present:** Jose Barbosa, David Giles, Margaret Kovach, Jessica Sanders, Henry Spratt, Sean O'Brien (*Ex Officio*), Cheryl Murphy (*Ex Officio*), Samar Tadros (*Ex Officio*).
2. **Absent:** Jennifer Cunningham, Bradley Harris, Darrell McGraw.

III. Approval of 04/21/2025 minutes:

Motion to Approve was not conducted since none of the non-affiliated members were in attendance. A poll was sent to all members for voting. Results are as follows:

- a) Approve = 6
- b) Opposed = 0
- c) Abstain = 0

IV. Welcome to Sean O'Brien

1. O'Brien is the Associate Vice Chancellor for Public Safety and Chief of Police. He is conducting some organizational changes in his department to ensure the safety of all campus operations. Sean is looking for someone to replace Bob Jackson. He is looking for a subject matter expert to take care of laboratory safety issues (autoclave functions, etc. ...).
2. It was indicated that annual eyewash inspection was a pending issue on many laboratory inspection checklists. This issue needs to be handled through the Environmental Health and Safety Department. A summary of ANSI [Z358.1](#) including the requirements of the annual inspection was provided.

V. Old Business –

1. **Approved registration modifications, administrative reviews, annual updates & closures**
 - a) IBC 23-01: PI moving from Dr. Spratt to Dr. Giles. Approval Letter sent 5/27/2025.

- b) IBC 23-15: Closed - End of funding 12/31/24. Preparing an Official Closure Letter.
- c) IBC 24-03: Annual Update Due 5/20/25. Email sent to PI on 04/08/2025. Approval Letter sent 05/24/25.
- d) IBC 23-08: Annual Update Due 5/9/25. Waiting for PI refresher training.
- e) IBC 23-11: Annual Update Due 6/30/25. Email sent to PI on 05/19/2025.
- f) IBC 23-12: Annual Update Due 6/30/25. Email sent to PI on 05/19/2025.

2. **Lab Inspections**

- a) Holt 120 and 120A: Checklist completed except for annual eyewash inspections.
- b) Holt 304 and 318A: Checklist completed except for annual eyewash inspections.
- c) Holt 108, 305C: Spore test not received yet.
- d) Grote 308/309: postponed for shelves installation. Re-schedule requested, no response yet.
- e) Grote 105: PI provided corrections of some items – waiting for CAP – reminds sent, no response as of June 2nd.

3. **Updates on registrations in progress**

- a) None.

VI. **New Business –**

1. **New Registration(s):**

- a) 25-02 Giles: Clarifications requested and received. Voting was postponed because of the absence of non-affiliated members. A chance to ask any questions was provided. A Voting poll was sent to members; results were as follows:

Approve = 7
 Opposed = 0
 Abstain = 0

2. **Additional items for discussion**

- a) Office of the Director, NIH Policy Notice (NOT-OD-25-082) dated March 27, 2025 on publicly-available minutes: “Promoting Maximal Transparency Under the NIH Guidelines for research involving r/s NA molecules”.

1. Effective June 1, 2025.
 2. Project titles maybe redacted: Only when trade and patent secrets are involved. Or when campus or national security are involved.
 3. Not applicable for non r/s NA research: No need to post any information to the protocols when NIH Guidelines are not applicable.
 4. Question about contact information: No contact information is added to the minutes. Members names, professional emails and addresses, and bio-sketches are sent to NIH.
- b) Committee Members' CITI Training: 2 overdue, 2 coming due within 30 days.
- c) DASH Research Safety
1. Currently, Huron is conducting the on-boarding training, UT safety team is expected to provide feedback on smart forms, make changes and submit feedback on the different functions.
 2. A brief introduction was provided by the Designated Officer (DO) on the following topics: Access to DASH Safety Module, the different "tabs" such as safety inspections, incidents, IBC Meetings, Reports, training (to answer a question about training, it was clarified that integration between DASH Safety and CITI training will provide training courses of only the team members of the associated IBC protocol). Also, the protocol submission workflow was demonstrated: starting with how to create a new protocol submission, selecting the correct admin office (UTC campus), adding team members, adding the different biosafety materials.
 3. More details will be provided on the upcoming meetings.

VII. Next Meetings –

- a) June 23 at 1:00 pm.
- b) Following meetings on July 28, and August 25, 2025

VIII. Adjournment – 1:54