

IBC Meeting Minutes July 1, 2025

Element	Details	Notes/Guidance
Institution	Michigan Technological University, Houghton MI	General location of the institution should be indicated to allow local communities to understand what research is being conducted in their vicinity. Specific facility addresses may be security sensitive and do not need to be included.
Meeting Date	7/1/2025	Enter date
Meeting Time	4:05pm-4:25pm	Include start and end time
Meeting Type	Virtual	In person and/or Virtual Platform (e.g., Webex, Teams, Zoom)
IBC Members Present	Emily Geiger, Michael LaBeau, Jari Sague, Kaitlyn Studinger, Ashutosh Tiwari	<p>Indicate name, affiliation (if different from the institution) and role/expertise on the IBC. Specific Roles of members include:</p> <ul style="list-style-type: none"> • Biological Safety Officer • Plant or Animal containment expert • Human Gene Transfer expert • Gene Drive Modified Organism expert <p>The names of IBC members may not be redacted from minutes. Full IBC rosters are publicly available on the NIH OSP IBC Registration Management (RMS) site.</p>
Quorum	Quorum was maintained throughout the meeting	Note late arrival/early departure of voting members and any impact on the quorum. All formal business should only be conducted with a quorum present.
Other Individuals in Attendance	Brent Burns, AVPRI	
Call to Order	Meeting was called to order at 4:05pm	Enter time the meeting begins.
Conflicts of Interest	No conflicts of interest were present at the meeting	Committee members with a conflict of interest related to the review of a specific registration may not be involved in the review or approval of a project in which he or she has been or expects to be engaged or has a direct financial interest.
Review and approval of previous meeting minutes	No minutes to review and approve at this meeting	Include summary of discussion of the minutes as applicable and document any changes to be made. If none, indicate no discussion.

Review of Prior Business	No prior business at this meeting	<p>Add summary of prior business if applicable e.g.:</p> <ul style="list-style-type: none"> ● Actions taken on behalf of the IBC between meetings such verifying conditions have been met for approval. ● Updates on actions taken regarding incidents or follow up on an injury, discussion of remediation/ retraining efforts. ● Details of building maintenance. ● Activities pertaining to prior safety discussions. ● Follow up on correspondence between IBC and NIH OSP.
New IBC Registrations and Amendments for Review (repeat for each registration)		
PI Name(s)	No FCR's needed to be reviewed at this meeting	Following existing guidance (see IBC Meetings and Minutes FAQ), the names of the PIs may not be redacted from minutes.
Registration Number/Title	N/A	Use institutions registration tracking numbers or other unique identifier.
Project Overview	N/A	<ul style="list-style-type: none"> ● Agent name (e.g., organism, host vector system, etc.). ● Agent characteristics of note, (e.g. virulence, pathogenicity, antibiotic susceptibility, environmental stability). ● Sources and nature of the nucleic acid sequences (e.g., species, structural transgene, oncogene, toxin). ● Summary host(s) and types of vector(s) if used ● Modifications (e.g., deletions, insertions, mutations to attenuate, or render replication incompetent) and note of any supporting documentation (published or unpublished data). ● Types of experimental manipulations that will be employed (e.g., tissue culture, animal work). ● Proposed biosafety containment levels at which each of these operations will occur. ● Any other pertinent information.
NIH Guidelines Section	N/A	<p>Cite which applicable section(s) of the NIH Guidelines (Section III-A thru III-E) the research falls under. If the research is not subject to or exempt from the NIH Guidelines indicate why.</p> <p>Such discussion may be included in the minutes at the institution's discretion.</p>
Risk Assessment and Discussion	N/A	Summarize the protocol risks and provide details of the risk mitigation measures to be employed. The level of detail captured will vary based on the complexity and potential risks associated with a specific protocol.

Training	N/A	Section IV-B-1-h of the NIH Guidelines requires that institutions ensure appropriate training for laboratory staff regarding laboratory safety and implementation of the NIH Guidelines.. Section IV-B-7-d-(2) of the NIH Guidelines requires PIs to train their laboratory staff in the practices and techniques to ensure safety and familiarity with the procedures for dealing with accidents.
Occupational Health Representative review (if applicable):	N/A	Section IV-B-1-i of the NIH Guidelines requires the institution to establish and maintain a health surveillance program for personnel engaged in large-scale research or activities involving viable organisms which require BL3 or higher containment. While not a requirement, it may be helpful to have an Occupational Health representative serve on the IBC or attend IBC meetings when pertinent registrations are being discussed. If such details are discussed in IBC meetings they should be documented in the minutes.
Biosafety Level Assignment	N/A	Detail approved Biosafety Level and any additional biosafety provisions and document any enhanced work practices, e.g., double gloves, surgical mask, respiratory protection. Detail of any specific requirements that differ from standard institutional policies (e.g., waste handling).
IBC Vote	N/A	If the IBC grants approvals based on specific conditions being met, there should be a formal mechanism for verifying the conditions are fulfilled (e.g., the BSO will conduct an inspection to verify all Biological Safety Cabinets are up to date on certification before work may commence, all training must be completed before lab staff may begin work etc.).
Biosafety Program Report	It was announced that Jari Sague is a new member of the IBC, as it is typically a best practice among universities to have the IBC Administrator be a voting member of the committee.	Note any new or additional topics discussed by the IBC. Section IV-B-2-b-(6) of the NIH Guidelines requires IBCs to adopt emergency plans covering personnel contamination, research- related illness, accidental spills, and loss of containment. The IBC should approve new or amended policies by formal vote.
Review of Incidents	No incidents were reported at this meeting.	The NIH Guidelines require that significant incidents, violations and research-related accidents and illnesses be reported to NIH OSP. For information regarding incident reporting requirements please refer to the Incident Reporting FAQs .
Inspections/ Ongoing Oversight	No IBC-specific inspections have occurred since the previous meeting.	Section IV-B-2-b-(5) of the NIH Guidelines requires IBCs to periodically review to ensure compliance with the NIH Guidelines.

IBC Training	The IBC Administrator gave a presentation on reviewing protocols for committee members. Key points included making comments, reviewing past questions, and submitting reviews. The powerpoint will be submitted to the committee along with the minutes.	Note any training conducted for the IBC members during the meeting.
Approved Protocols Since Previous Meeting	See below table The committee looked at the protocols that were approved since our previous meeting, and it was noted that a large amount of time was spent working with a lengthy Biosafety Manual to get that in a readable format for the committee to review.	Approved protocols not needing Full Committee Review may include amendments, continuing reviews, De Novo's, or New Protocols. Any of these approved administratively or through Designated Member Review will appear in this section, or an attached table below.
Public Comments	No public comments were made at this meeting	Note any public comments made during the meeting.
Adjournment	Meeting was adjourned at 4:25pm	Detail time the meeting was adjourned. It may be helpful to note when the next meeting is scheduled.

Protocol #	PI	Title	Date Approved	Next Review Date	Expiration Date	Type of Protocol (Continuing Review, New Protocol, De Novo)
IBC-00000044	Gencoglu, Maria	3Disease Modeling Lab - Biosafety Manual	05/16/2025	05/16/2026	05/16/2028	New Protocol
IBC-00000019	Heldt, Caryn	[382116-7] Bioseparations Lab Biosafety Manual	06/05/2025	06/05/2026	06/05/2028	New Protocol
IBC-00000025	Keenum, Ishi	Procedure for culturing, handling, and disposal of level II pathogens in Dow labs	05/24/2024	05/24/2025	05/24/2027	Continuing Review