

IBC Meeting Minutes

March 16th, 2026

The Institutional Biosafety Committee (IBC) of Arkansas Colleges of Health and Education convened an in-person meeting on March 16th, 2026, chaired by Dr. Jessica Pickens Sanford, to review prior business, protocol registrations, and discuss biosafety and safety procedures for ongoing and new research projects.

Institution	<i>Arkansas Colleges of Health and Education</i>
Meeting Date	<i>Monday March 16, 2026</i>
Meeting Time	<i>08:00 AM – 09:00 AM</i>
Meeting Type	<i>In person meeting</i>
Attendance	IBC Members Present: 1. <i>Dr. Jessica Sanford – Chair</i> 2. <i>Dr. Holly Hertzberg – Voting Member (via Microsoft Teams)</i> 3. <i>Dr. Brandy Ree – Voting Member</i> 4. <i>David Allen Petterson – Voting Member</i> Ex-Officio / Non-Voting Members Present: • <i>Dr. Adrienne L. Allen – Ex-Officio</i> • <i>Dr. Jeremy Welsh – Ex-Officio</i> • <i>Rabbia Mahdi –Minute Recorder</i> IBC Members Absent: • <i>Dr. Daniel Curtis</i>
Quorum	<i>Present</i>

Call to Order	<i>The meeting was called to order at 8:05 AM by the Chair, Dr. Jessica Sanford. The committee confirmed monthly meetings, with the next meeting scheduled for May 2026.</i>
Conflicts of Interest	<i>The IBC Chair reminded all members present to identify any conflicts of interest as each registration is reviewed.</i>
Review and approval of previous meeting minutes	<i>Date of the meeting minutes to be approved. Motion: To approve the minutes of the IBC meeting held via Microsoft Teams/ In person on November 6th, 2025. A motion was made to approve the previous meeting minutes by Dr. Adrienne Allen; Dr. Brady Ree seconds. Approved- No discussion</i>
Review of Prior Business	<i>No prior business was discussed.</i>
	New IBC Registrations and Amendments for Review
PI Name(s)	<i>Jessica B. Pickens Sanford, PhD</i>
Project Title and associated SOPs	<i>Evaluation of the Composition of Human Milk Oligosaccharides in Breastmilk Protocol 202601 Associated SOP: SOP2026001: Acetonitrile (ACN)</i>
Risk and Biosafety Level Assignment	<i>N/A and BSL-1</i>
Discussion	<i>A correction was noted regarding a typographical error (hair instead of milk), and an SOP for 0.1% formic acid was to be added.</i>
IBC Vote	<i>A motion was made to approve the protocol pending the correction and adding an SOP for 0.1% Formic acid. The protocol was submitted by the chair so the changes will be reviewed by Dr. Brandy Ree for approval.</i>

	<i>Dr. Brady Ree approves and David Allen Petterson seconds. Conflict(s) of Interest: None</i>
PI Name(s)	<i>Assraa Jasim, PhD</i>
Project Title and associated SOPs	<i>Evaluating the Metabolism of Müller Glia Compared to Retinal Ganglion Cells in Mice During Hypoxia Protocol 202602</i> <i>Associated SOP: SOP2026006-Isofluorane SOP2026007- 37% Formaldehyde</i>
Risk and Biosafety Level Assignment	<i>RG-2 and BSL-2</i>
Discussion	<i>The following changes are required to the document prior to acceptance:</i> • <i>Work involving mice must be conducted in ABSL-2 vivarium, not general lab (RI-2002)</i> • <i>Update SOP to reflect correct department name</i> • <i>Include temperature units (°C and °F)</i> • <i>Remove outdated training requirement language from SOP</i> • <i>Remove incorrect references to anatomy lab</i>
IBC Vote	<i>A motion was made to approve pending revisions Dr. Ree approves and David Allen Petterson seconds. All in favor.</i>
PI Name(s)	<i>Megan L. Schaller, PhD</i>
Safety Protocol and associated SOPs	<i>Tissue Fixation Protocol Using 10% Neutral Buffered Formalin Protocol: 202603 SOP2026003-Formalin SOP2026004- Methanol SOP2026005- Trizol</i>

	SOP2026008-Xylene
Risk and Biosafety Level Assignment	N/A
Discussion	<i>Required revisions include:</i> • Remove reference to unavailable CITI training requirement • Remove outdated language training from all SOPs • Correct hazard pictograms: ○ Formalin: add skull and crossbones ○ TRIzol: add health hazard symbol; remove flammable pictogram • Methanol SOP: include boiling point (64.7°C / 148.5°F) • Xylene SOP: revise Section 14 Action Item: <i>Dr. Brandy Ree will provide updated training documentation requirements to the Chair.</i>
IBC Vote	<i>A motion was made to approve the registration pending requested changes from the PI.</i> <i>Dr. Brandy Ree approves and David Allen Petterson seconds.</i> <i>All in favor.</i>
Old Business	<i>Current form lacks animal use information</i>
Review of Incidents	• One possible exposure incident and two spill incidents were reported • A form for reporting the spills and reporting an injury to HR is available. Dr. Actions and Updates: • Two SOPs under development (Dr. Sanford): ○ Spills and Exposure Procedures ○ Biohazardous Spill Response • Dr. Adrienne Allen to provide SDS/MSDS documentation • A shortened spill response guide will be developed for laboratory posting <i>A motion to approve actions and SOP development was made by Dr. Brandy Ree and Holly Hertzberg seconds. All in favor.</i>

Inspections/ Ongoing Oversight	<i>Protocol submitted by Rabbia Mahdi, MS, mentions the incorrect lab room number that will need to be changed. Changes include the correct ABSL-2 room number and removing Jeffery Osborn, PhD from the protocol. The protocol will be resubmitted to the chair for approval.</i>
Other Business	<i>No information about animals is present on OneAgeis. The chair will start working with Office of grant management to start the transition of IBC to OneAgeis portal. In OneAgeis, a link for separation of IBC and Hazardous Chemical Documentation Systems is needed.</i> Additional Initiatives: <i>Dr. Sanford will conduct lab visits and oversee SOP tracking.</i> <i>The chair will work on development of centralized chemical inventory with linked SOPs in collaboration with IT.</i> <i>There was also a discussion of public accessibility of meeting minutes according to NIH guidelines.</i>
Public Comments	<i>There were no public comments.</i>
Adjournment	<i>The IBC Chair moved to adjourn the meeting at 8.45 AM. A motion was made to adjourn the meeting by Dr. Brandy Ree. David Allen Petterson seconds.</i> <i>All approve</i>

Rabbia Mahdi

Signature: **Rabbia Mahdi**
Meeting Recorder for Institutional Biosafety Committee

Jessica B Pickens Sanford, PhD

Signature: **Jessica Sanford, PhD**
Chair of Institutional Biosafety Committee

NIH Guidance: Institutional Biosafety Committee Meeting Minutes Template and Points to Consider

Final Audit Report

2026-09-03

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