

IBC Meeting Minutes

November 6th, 2025

The Institutional Biosafety Committee (IBC) held an in-person meeting on November 6th, 2025, chaired by Dr. Jessica Pickens Sanford, to review one new and two old protocols amendments. The meeting included discussions on protocol revisions, biosafety levels, and safety procedures for ongoing and new projects.

Institution	<i>Arkansas Colleges of Health and Education</i>
Meeting Date	<i>Thursday, November 6, 2025</i>
Meeting Time	<i>3:30PM – 4:00PM</i>
Meeting Type	<i>In person meeting/ Teams</i>
IBC Members Present	1. Jessica Sanford- Chair IBC 2. Holly Hertzberg- Voting- Teamss. 3. Daniel Curtiz- Voting-Absent 4. David Allen Petterson- Voting 4. Adrienne L. Allen- Ex-offico 5. Jeffrey Osborn- Ex-offico 6. Rabbia Mahdi- Minute Recorder- Teams
Quorum	<i>Present</i>

Call to Order	<i>The IBC Chair called the meeting to order at 3.32PM.</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 in person on August 27th, 2025. Motion by Dr. Brandy Ree Seconded by David Peterson Approved- No discussion</i>
Review of Prior Business	
	IBC Protocol Revisions for Review
PI Name(s)	<i>Barry Prior Ph. D</i>
Project Title	<i>Functional Assessment of Human Serum Albumin via FcRn-Binding and PTM Profiling Protocol 202505</i>
Risk and Biosafety Level Assignment	<i>RG2 and BSL-2</i>
Discussion	<i>_____ All revisions were completed. Dr. Brandy Ree Moved to approve the Protocol with the SOP revision being a second document to be revised. David Peterson seconded the approval. _____</i>
IBC Vote	<i>Conflict(s) of Interest: None</i>

PI Name(s)	<i>Megan L. Schaller, PhD</i>
Project Title	<i>The role of intestinal health as a mediator of disease development, progression, and recovery Protocol 2025001</i>
Risk and Biosafety Level Assignment	<i>RG-2 and BSL-2</i>
Discussion	<i>The SOP mentions EHS that needs to be changed. PI included handwashing as requested. We only require SOP change to exclude EHS from the SOP. The Chair questioned if the SOP needs to be changed. SOP to be approved for biosafety but must be revised and sent to Haz Mat committee for final approval.</i>
IBC Vote	• <i>Motion to approve SOP for biosafety, pending Haz Mat approval after changes.</i> • <i>Jessica Pickens Sanford to review changes.</i> <i>Dr. Brandy Ree made a motion and David Allen Petterson seconds the motion.</i> <i>Conflict(s) of Interest: None</i>
	New IBC Amendments for Review
PI Name(s)	<i>Kyle Flack, PhD, RD, LD</i>
Project Title	<i>Fasted vs. Fed State Exercise for Cardiovascular Health and Weight Loss Protocol 202507</i>
Risk and Biosafety Level Assignment	<i>Not mentioned by the PI in the IBC form and needs to be determined.</i>
Discussion	<i>Dr. Kyle Flack has IRB approval for his studies but didn't realize that he would need IBC approval as well. The IBC protocol was submitted for both the studies that include collecting blood and urine from human subjects. VP research assured that the study hasn't been started yet. Chair has already informed him that all the individuals performing this study will be required to complete CITI blood borne pathogens training. The study doesn't specify the Risk and Biosafety level. Rabbia Mahdi, MS mentioned that the protocol doesn't specify the details of sample destruction and waste management.</i>

IBC Vote	<i>A motion was made to defer the registration pending additional information from the PI.</i> <i>1. Details for sample disposal and the concentration of bleach solution being used</i> <i>2. Risk and Biosafety level assignment</i> <i>3. Ensuring patient privacy protection by establishing a system free of identifiable information, i.e. Assigning random numbers.</i> <i>4. Provide information about personal drawing blood and the phlebotomist license.</i> <i>5. Provide certificates for CITI training for OSHA Bloodborne Pathogens.</i> <i>Conflict(s) of Interest: None</i> <i>A motion was made by Dr. Brandy Ree to approve after review of changes by an assigned IBC member and David Allen Petterson seconds.</i>
	<i>The IBC chair moved to adjourn the meeting at 4.02PM.</i>

Rabbia Mahdi

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

Jessica B Pickens Sanford, PhD

Signature: **Jessica Pickens 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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