

IBC Meeting Minutes

August 27th, 2025

The Institutional Biosafety Committee (IBC) held an in-person meeting on August 27, 2025, chaired by Dr. Jassica Pickens Sanford, to review prior business and new research protocol registrations. The meeting included discussions on protocol revisions, biosafety levels, and safety procedures for ongoing and new projects. Four new research protocols were reviewed.

Institution	<i>Arkansas Colleges of Health and Education</i>
Meeting Date	<i>Wednesday, August 27, 2025</i>
Meeting Time	<i>10:00 AM – 11:00 AM</i>
Meeting Type	<i>In person meeting</i>
IBC Members Present	1. <i>Jassica Pickens Sanford- Chair IBC</i> 2. <i>Holly Hertzberg- Voting</i> 3. <i>Daniel Curtiz- Voting</i> 4. <i>David Allen Petterson- Voting</i> 4. <i>Adrienne L. Allen- Ex-officio</i> 6. <i>Rabbia Mahdi- Minute Recorder</i>
Quorum	<i>Present</i>

Call to Order	<i>The IBC Chair called the meeting to order at 10:00 AM</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 on March 17th, 2025 Approved- No discussion</i>
Review of Prior Business	<i>The chair initiated a discussion about the IBC protocol revision to include animal information and details of waste management. There were suggestions for setting up electronic forms The Chair also brought up having a medical clearance for the use of an aspirator.</i>
	New IBC Registrations and Amendments 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 202504</i>
Risk and Biosafety Level Assignment	<i>RG2 and BSL-2</i>
Discussion	<i>A concern was raised about the method for disposal of blood and sharp containers. Protocol mentions use of bleach and disinfectants but doesn't provide specifications. IRB will take care of the protocol and requirements for blood collection.</i>
IBC Vote	<i>A motion was made to defer the registration pending additional information from the PI. 1. Details for sample disposal and the concentration of bleach solution being used 2. Mention room number for the wet lab at the RI. 3. Mention the trainings that were taken related to sample handling.</i>

	<i>Conflict(s) of Interest: None</i>
PI Name(s)	<i>Brandy Ree, Ph.D.</i>
Project Title	<i>A Quantitative Study of Human Hair as a Natural Sun Protectant Protocol 202503</i>
Risk and Biosafety Level Assignment	<i>N/A and BSL-1</i>
Discussion	<i>No changes need to be made, and IBC form provides sufficient information for approval.</i>
IBC Vote	<i>A motion was made to approve the registration as is Votes: 2 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</i>
Risk and Biosafety Level Assignment	<i>RG-2 and BSL-2</i>
Discussion	<i>The IBC form mentions PPE but doesn't specify. A safety protocol will be requested to handle Tamoxifen and hazardous chemicals. Chemical hood is required to work with Tamoxifen.</i>
IBC Vote	<i>A motion was made to defer the registration pending two additional information from the PI. 1. SOP for tamoxifen handling 2. PPE needs to be specified in section 5.1. Votes: 2 Conflict(s) of Interest: None</i>

PI Name(s)	<i>Jeffrey Osborn, PhD & Rabbia Mahdi, MS</i>
Project Title	<i>Investigating the Role of FAM26F in activation of immune cells in response to Toll like receptors activation</i>
Risk and Biosafety Level Assignment	<i>RG-2 and BSL-2</i>
Discussion	<i>The IBC form provides details about the training and protocols. More details need to be provided about waste management and biological waste.</i>
IBC Vote	<i>A motion was made to approve the registration pending the following changes</i> <i>1. Add more details about the biological waste and send it back to the IBC committee for an electronic approval.</i> <i>Votes: 2</i> <i>Conflict(s) of Interest: None</i>
Review of Incidents	<i>Nothing to report</i>
Inspections/ Ongoing Oversight	<i>Nothing to report</i>
Public Comments	<i>There were no public comments.</i>
Adjournment	<i>The IBC Chair moved to adjourn the meeting at 10:30 AM.</i> <i>The next meeting schedule will be sent out as soon as the revised protocols are received from the PI. The members will be notified via email.</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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