



**OMRF Institutional Biosafety Committee (IBC)**

**January 5, 2026 Meeting Minutes**

**Location: OMRF Campus**

**Start time: 3:00 pm    End time: 3:46 pm**

**Members Present:** Chris Sansam (*IBC Chair*)  
Wan Hee Yoon (*Scientific Member*)  
Jacquelyn Gorman (*Scientific Member*)  
Iker Etchegaray (*Scientific Member*)  
Cristina Arriens (*Scientific Member*)  
Jennie Criley (*Attending Veterinarian*)  
Trent Brown (*Biosafety Officer*)  
Shayna Medley (*Community Member*)

**Members Absent:** Brent Richards (*Community Member*)

**Non-Voting Attendants:** Rebecca West (*Compliance Coordinator*)  
Adam Cohen (*Institutional Official*)

- I. **Call to Order:** The IBC Chair called the meeting to order at 3:00 pm. The IBC has 9 voting members, and 5 members are required to conduct business. A quorum was present.
- II. **Conflicts of Interest:** The committee is reminded that no member of an IBC may be involved (except to provide information requested by the IBC) in the review or approval of a project in which he/she has been or expects to be engaged or has a direct financial interest. Committee members with a conflict of interest will be noted for each protocol review.
- III. **Approval of Minutes:**  
*October 6, 2025*
  - The IBC Chair sought a motion to approve the minutes of the October 6, 2025, meeting.
  - A member made a motion to approve minutes. Another member seconded the motion.
  - The committee voted unanimously to approve the October 6, 2025, meeting minutes.
- IV. **Old Business:**
  - a. **IBC Policies document**
    - The final version of the Institutional Biosafety Committee Policies document was reviewed and the committee voted to approve. The Compliance Coordinator will upload the document to the internal website.
  - b. **New and updated IBC protocol forms**
    - **Human Derived Material Registration Form**
      1. The committee discussed whether this form needed to be maintained moving forward. The AV brought up the point about the form potentially alerting the committee to a scenario that may not be otherwise captured (e.g.-obtaining macaque blood). It was suggested that this information could be captured using the newly proposed IBC Protocol Cover Sheet if the committee did not want to keep the form. The committee decided further discussion was needed and will be continued at the next meeting.

- **Infectious Agent/Biological Toxin Form**

1. An updated version of the Infectious Agent/Biological Toxin Form was presented to the committee. After some discussion, the committee decided that there are additional edits that need to be made before final approval. The Compliance Coordinator will make the requested modifications and send the updated form to the committee before the next meeting.

- **IBC Protocol Cover Sheet**

1. A new IBC Protocol Cover Sheet was presented to the committee. The cover sheet is intended to capture administrative information regarding the PI, personnel, training, facilities, etc. After some discussion, the committee decided that there are additional edits that need to be made before final approval. The Compliance Coordinator will make the requested modifications and send the updated form to the committee before the next meeting, including a version that includes the information captured in the Human Derived Material Registration Form.

**c. Protocol expiration dates**

- **Annual Reviews**

1. The committee discussed whether IBC protocol annual reviews are something that needs to be continued once the new expiration date policy is implemented. The NIH captures annual reviews using varying mechanisms (e.g.-RPPR reports, IRB renewals, and Clinical protocol renewals); however, IBC administrative responsibilities in relation to the [Recombinant DNA Guidelines](#) primarily require institutional IBC committees to develop a process to ensure oversight for their institution. The annual reviews were created in place of a periodic protocol expiration date. The point was brought up that the annual review does provide a reminder to PIs to review their protocol(s) for accuracy and to update personnel. The committee decided further discussion was needed and will be continued at the next meeting.

**V. New Business:**

**a. IBC Chair New protocol submissions and annual reviews**

- The committee discussed having the Biosafety Officer review/approve protocols and annual reviews submitted by the IBC Chair, since there is currently no Vice Chair. The committee voted to approve this motion.

**VI. Protocols and Amendments for Full Committee Review:**

- a. None**

**VII. List of Protocols reviewed by DMR (not discussed in the meeting)**

- a. A list of protocols that were reviewed by DMR was displayed in the meeting.**

**VIII. Additional Topics**

**IX. Adjournment:** The IBC chair moved to adjourn the meeting at 3:46 pm.