

Minutes
Institutional Biosafety Committee
CB-305
February 11, 2026
2:00 pm-3:15 PM

Malgorzata Simm	✓	Jesson Martin	A	Elmer Newness	A
Kameyo Johnson	✓	Jessica Slade	✓	Eric Werth	✓
Stormie Adkins	✓	Raymond Cole	A		
Absent: A					

Meeting Notes: Institutional Biosafety Committee (IBC)

- **Microsoft Teams Administration**

- Dr. Simm provided an overview of the folders and forms in Microsoft Teams as a centralized platform of IBC operations, and provided instructions on how to find the forms, review materials, and submit the project evaluations.
 - **Action Item:** Two IBC members do not have access to Microsoft Teams, and Dr. Eric Werth will determine if the IBC community representatives may get access to UPIKE Teams.

- **Division of Roles and Responsibilities**

- Since the University currently lacks a Chemical and Biological Coordinator, the IBC members agreed that each school's research administrator will handle research laboratory compliance.

- **Compliance monitoring**

- The IBC will evaluate the research laboratories on campus for institutional biosafety compliance. Focus will be on lab inspections (specifically research labs, not didactic labs unless research is conducted in these spaces).
 - **Action Item:** The Committee members agreed to delegate Mr. Chris Crager (KYCOM Laboratory Research Technician) to create daily compliance checklists.
 - **Action Item: The Committee members agreed to delegate** Mr. Crager to communicate with Ms. Kay Johnson regarding the inspection of research labs in CAS. The lab compliance evaluations must be completed before the IBC grants approval.
 - **Action Item:** The IBC needs to confirm who the person responsible is in each lab to do day-to-day inspections.
- Emergency Contact
 - **Action Item:** Create an emergency contact list and post information on both the inside and outside doors of each lab.

- Chemical hygiene plans.
 - **Action Item:** Ms. Kay Johnson is currently appointed to handle the chemical hygiene protocols at CAS and will provide her plan to the IBC. Mr. Chris Crager currently handles institutional biosafety at KYCOM.
- **Laboratory inspections**
 - Dr. Slade requested a checklist. Dr. Werth said he has uploaded to Teams one (form 3).
 - **Action Item:** update/create a checklist and distribute.
 - IBC Members should be involved with inspections of labs where biosafety protocols present concerns.
- **Training and Outreach**
 - The Committee discussed biosafety training at UPIKE. Dr. Simm does OSHA training once per year for KYCOM. It can be moved to a large lecture room to include researchers from across the campus.
 - Alternatively, the Committee suggested that PIs and student researchers complete the CITI biosafety training.
 - Students will complete the Basic Introduction to Biosafety modules.
 - PIs will complete the initial biosafety training (13 modules).
 - The CITI course certificates will be stored in the IBC Team's folder.
 - **Action Item:** schedule training
- **Incident response**
 - IBC is responsible for making sure that research protocols ensure the safety of everyone from the lab to the entire building.
 - The accident/incident form must be submitted to the IBC following the accident. The committee will review and, if needed, suggest changes to the research protocol.
 - PI is responsible for any accident that happens for his/her project. They will be responsible for submitting incident reports to IBC.
- **Records and Communications**
 - Dr. Simm Chair
- **Collaboration and Communication**
 - Dr. Werth
- **Transfer officer duties**
 - Dr. Simm for KYCOM
 - Other schools will identify their representatives.
- **Discussion on the Protocol for IBC Applications Submission and Review**

- Applications need to be informative about the entire project and include the IBC information. Single experiment reports may be submitted to the IBC if the previously approved project protocols took a different direction.
- **Timescale from the submission to review and decision about the application**
 - Dr. Simm will inform the committee when an application is received
 - 2 weeks to review the application
 - 3-week total turnaround before the IBC decision letter is sent to the investigator.
 - Each amendment to projects and all new projects must be reviewed by the IBC.
 - **Action Item:** Dr. Simm/Eugenia Senters will contact all current projects to request that applications be submitted.

 - **Action Item:** Generate the plasmid and vector catalog of all genetic work on campus.
- **Compliance Monitoring:** Focus will be on lab inspections (specifically research labs, not didactic labs unless research is conducted).