



NEOMED Institutional Biosafety Committee Meeting Minutes
November 26, 2025
Via ZOOM

In Attendance:

NAME	IBC ROLE
Matthew Smith, PhD (Presiding)	Chair
Lauren Brierley, DVM	Animal Containment Expert
Jessica Ferrell, PhD	Scientist, Vice Chair
Justin Meonske, PhD	Community Member
Sharad Shanbhag, PhD	Scientist
Nicole Smallwood, MS	Technical Laboratory Staff
Jesse Zampedro	Assistant Director, EOHS

Absent:

NAME	IBC ROLE
Aixa Bakuhn	Community Member

NOTE: The Committee member names listed in **bold type** above represent the voting members of the IBC. A quorum is five (5) voting members.

I. CALL TO ORDER

The Northeast Ohio Medical University (NEOMED) Institutional Biosafety Committee (IBC) conducted a meeting on Tuesday 25, 2025. Dr. Matthew Smith IBC Chair, called the meeting to order at 1:02 PM with a quorum of the IBC present (7 of 8 members present).

II. APPROVAL August 25, 2025 MEETING MINUTES

There were no corrections and changes from the meeting minutes from 8/25/2025. A motion was made to approve the minutes from 8/25/2025. The motion was seconded and approved (7 for, 0 against, 0 abstaining)

III. INTRODUCTION OF GUESTS

There were two guests at today’s meeting, Ms. Tricia Sloan and Ms. Michele Evans, Administrative Support.

IV. INTERIM BUSINESS – Items approved by the Biosafety Chair on behalf of the Committee from 8/26/2025-11/21/2025

New Approval/ Registrations

Protocol	Information	Date of Determination
25-003-F-HT-TMB-28	rDNA; Pathogenic Microorganisms, Human cells, Administration to Animals, carcinogens	09/05/2025
25-005-F-HT-28	rDNA; Pathogenic Microorganisms, Human cells, Administration to Animals	09/05/2025
25-006-HT-28	In vivo assessment of Leptin’s Role in Pediatric Osteosarcoma	11/10/2025

Renewals, Amendments, Closures

Protocol	Information	Date of Determination
15-001-TMB-28	This is a renewal of an already approved application, with the addition of new transgenic strains for cross breeding	1/10/2025
20-001-C-TMB-28	This is a renewal of an already approved application	11/10/2025
21-004-HT-27	This is an amendment to add human liver, intestine and kidney and additional personnel.	08/18/2025

V. DISCUSSION OF PROTOCOLS

- A. 25-002-F-HT-28 – This protocol involves a new faculty member. The IBC Chair would like to hold an in-person meeting with all new faculty submitting protocols. Committee members are welcome to attend; however, at minimum, the IBC Chair, the Attending Veterinarian, and the EOHS Assistant Director should participate. This meeting will allow for introductions and a walkthrough of the research space to confirm it aligns with the submitted proposal. In this case, the meeting will need to be scheduled in January, and we will follow up with the committee accordingly. The committee had no major concerns regarding the protocol. The committee’s only concern was confirming the use of safer sharps. The committee agreed that contingent approval is appropriate for this protocol. The IBC Chair will email the investigator to inform her that the committee would like to meet in January to review the proposal, discuss a few clarifying items, and complete the space inspection. There were no other concerns besides the ones addressed before the meeting, which included a few questions that were not filled out properly on the application which included risk assessment, sharps, and decontamination. A motion was made to conditionally approve the protocol, provided there is clarification on the sharps question. The motion was seconded and approved (7 approved, 0 against, 0 abstaining.)

- B. 21-004-HT-27 This is an amendment for a currently approved IBC protocol, to add e-coli and plasmids. This is to facilitate the work for a student who received funding. The IBC chair will follow up with the PI to get further details before we vote online.

VI. OPEN DISCUSSION – 1. Historically, the IBC Chair has handled the initial review of all submissions, including triaging and conducting the Chair Review. If no significant concerns were identified, an approval was issued, and the committee was informed at the quarterly meeting. The committee was comfortable with this

proposal. The question presented to the committee was whether all new submissions should now be distributed to the full committee for review and feedback prior to approval. Remote voting could occur, with the vote formally documented at the next in-person meeting. The committee agreed with this proposal to ensure that all members have the opportunity to review each submission.

VII. **UPDATE** – Update on Publishing Minutes on Website

The NIH has new minutes reporting guidelines in which the approved minutes need to be posted on the website. The IBC chair, Coordinators, IO and legal have all met and talked about the specifics of this. A link was shared with the committee of the previous approved minutes that were posted. If we do a remote or online review, this will be captured in the minutes.

VIII. **NEXT MEETING DATE**

The next IBC meeting will take place on Tuesday, February 24, 2026 at 11:00 AM via Zoom.

IX. **OTHER ITEMS** –The committee discussed the timeline for updating the IBC manual to include the revised AAV guidance, as the IACUC is awaiting this update to align its own policies. It was agreed that a single unified policy will be developed and managed by the IBC. The IBC Chair will revise the language and distribute the draft to the committee for review. This update is expected to be completed by the end of January.

X. **ADJOURNMENT**

There being no further discussion, the IBC meeting was adjourned at 1:23 PM.