

IBC Meeting Minutes
12/11/2025 12:00 PM
CMRI Conference Room 31 & Teams

MEETING TIME RECORDS

Meeting start time: 12:05

Meeting end time: 12:43

VOTING MEMBER ATTENDANCE

Name of IBC Member	Committee Role	Late Arrival Time	Early Departure Time
Daniel Heruth	Chair, Animal Expert, Lab Rep		
Vivekanand Yadav for Todd Bradley	Alternate Lab Rep		
Paul Ramlow	BSO, Animal Expert, Lab Rep		12:27
Tarak Srivastava	Lab Rep	12:30	
Judy Dilts	Local Non-Affiliated		
Tamie Crutchfield	Occupational Health		

VOTING MEMBERS ABSENT

Todd Bradley	Co-Chair, Lab Rep		
James Slaughter	Local Non-Affiliated		

NON-VOTING MEMBERS PRESENT

Foster St. Claire	AV & Ex-Officio		
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ADMINISTRATIVE STAFF

Lizzie Short	Associate Director of the IBC		
Daniel Crabtree	Sr. IBC Manager		
Kelleigh Pearson	Administrative Project Coordinator		

QUORUM INFORMATION

Number of SAFETY members on the roster: 7

GUEST NAMES

No guests at this meeting.

Conflict of Interest (COI): Chair reminded the Committee to declare any COI.

Previous Meeting minutes approved: Yes

A motion to approve was made and seconded. The motion passed with 6 votes in favor. 1 Absent.

BIOSAFETY COMMITTEE UPDATES

1. Biological Safety Officer (BSO) Updates

- a. The BSO presented the following laboratory design plans to the Committee:
 - i. Renovations of the 4th floor Clinic & Research building.
 - ii. Good Manufacturing Practice (GMP) space within CMRI.

b. 

- c. The BSO is attending an NIH listening session for region two, which includes Missouri, on December 17, 2025 and will report back to the Committee during the January 8th IBC meeting.

2. Office of Research Integrity (ORI) Updates

Nothing to report.

REVIEW OF OTHER AGENDA ITEMS

3. Review of IBC Self-Assessment:

Description	The Associate Director will provide an overview of NIH's Institutional Biosafety Committee Self-Assessment Tool which was recently completed.
Documents	Please see the IBC Self-Assessment
Notes	<p>The Associate Director gave an overview of the IBC Self-Assessment.</p> <p>There was a total of 4 recommendations for potential improvement. These recommendations were discussed with the Committee along with the corrective action plans that have already been implemented. After further discussion the Committee had no questions or concerns.</p> <p>There was a motion to approve the IBC Self-Assessment and the associated corrective action plans. Motion was seconded and passed with 5 votes in favor. 2 absent.</p>

4. Redaction of Meeting Minutes SOP

Description	Update to SOP based on IBC self-assessment
Documents	Please see the SOP: Redaction of IBC Meeting Minutes
Notes	The Associate Director outlined the updates to the above SOP in response to one of the recommendations from the IBC Self-Assessment. The Committee had no questions or concerns regarding the revised SOP and acknowledged the revision.

5. Institutional Biosafety Committee Charter

Description	Updates to IBC Charter based on the IBC self-assessment.
Documents	Please see the IBC Charter
Notes	The Associate Director outlined the updates to the Charter in response to corrective action plan from the IBC Self-Assessment. The Committee had no questions or concerns regarding the revised Charter. There was a motion to approve the revised IBC Charter. Motion was seconded and passed with 5 votes in favor. 2 absent.

ACKNOWLEDGMENTS SECTION

The following items were approved outside of a convened IBC meeting. The Committee reviewed and acknowledged the following items during this meeting.

ID	Name	State	Specialist	Agenda Type
SAMEND202500054	Amendment for IBC00089	Approved	Daniel Crabtree	Admin Approval
SAMEND202500055	Amendment for IBC00076	Approved	Daniel Crabtree	Admin Approval
SAMENDCR2025000008	Amendment/CR for IBC00091	Approved	Elizabeth Short	Admin Approval
CR202500016	Continuing Review for IBC00100	Approved	Daniel Crabtree	Admin Approval