



NEOMED Institutional Biosafety Committee Meeting Minutes
June 4, 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 Wednesday, June 4, 2025. Dr. Matthew Smith IBC Chair, called the meeting to order at 11:00 AM with a quorum of the IBC present.

II. APPROVAL December 10, 2024 MEETING MINUTES

There were no additions, deletions, or corrections to the December 10, 2024, IBC meeting minutes. The IBC moved, seconded and approved the December 10, 2024 IBC meeting minutes as written (In Favor – 6; Opposed – 0; Abstained – 0).

III. INTRODUCTION OF GUESTS

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

IV. **Interim Business – Items approved by the Biosafety Chair on behalf of the Committee from 11/1/2024-5/31/2025**

New Approval/ Registrations

Protocol	Information	Date of Determination
#25-001	<p>Two NHP cadavers and various animal cadaveric tissues</p> <p>The IBC Chair and Assistant Director of EOHS met with the investigator and learned a fair number of the cadavers/ tissue will be NHP samples from a zoo. The use of all unfixed tissue was assigned BSL2 and a -80 freezer and biosafety cabinet was made available for use.</p>	01/06/2025

Renewals, Amendments, Closures

Protocol	Information	Date of Determination
#23-001-HT-C-F-25	Amendment - Add eye tissue from Eversight Eye bank	5/5/25
#13-004-TMB-28	Renewal and Amendment – Transgenic breeding and addition of personnel	3/4/25
#15-015-TMB-28	Renewal - Transgenic breeding	4/2/25
#19-003-HT-28	Amendment - Add human brain tissue from NDRI/Biobanks and lines from ATCC	4/2/25
#15-016-HT-26	Amendment - Transfer liver tissue from Jim Hardwick, Collaborative Human Tissue Network, to Takhar Kasumov	4/15/25
#08-010-X-TMB-E-C-28	Renewal - 3 year renewal of AAV, transgenic breeding, toxin, and carcinogen usage	3/18/25
#12-007-TMB-C-HT-28	Renewal and Amendment - Renewal and amendments to add unfixed tissues and additional mouse strains	4/14/25
#11-002-C-26	Amendment - Addition of two personnel	1/29/25
#14-012-E-26	Amendment - Addition of two personnel	1/29/25
#17-009-TMB-26	Amendment - Addition of two personnel	1/29/25
#17-009-TMB-26	Amendment - Additional mouse strains	3/4/25
#17-009-TMB-26	Amendment - Additional mouse strains	3/19/25
#15-014-F-C-27	Amendment - Add AAV constructs	12/9/24
#19-002-E-28	Renewal – 3 year renewal of AAV Usage	3/18/25
#22-022-HT-28	Renewal - 3 year renewal for bone marrow and blood samples	3/19/25

V. Other Business

A. **NIH IBC Minutes Reporting and Posting Update** –

The chair informed the committee a notice was received from the NIH regarding new requirements for meeting minutes and public accessibility. Starting with meetings occurring on or after June 1, 2025, all approved meeting minutes must be public facing and accessible.

B. **Animal Biosafety for AAV Policy** –

Two IACUC AAV policies were combined and sent to the IBC Chair for review. IBC Chair recommended policy ownership remain with IBC, not IACUC. It was recommended the combine policy be included in the IBC Biological Safety Manual. The purpose is to define a triage mechanism for AAV biosafety level (BSL-1 vs. BSL-2). BSL-2 required if oncogenes, toxins, or human helper viruses are used in production. Commercial AAV sources (e.g., AddGene) typically publish purification processes. For collaborator-provided AAVs, investigators must obtain a letter confirming purification methods/no human helper virus use. Investigators only need to submit one letter unless deviations occur; then new letter required. The IACUC requested review of final combined policy for consistency. After the additions to the Biosafety manual including the IACUC policy combinations, the committee will re-review.

A motion was made to approve the combination of the IACUC policy with the Biosafety Manual to include new language regarding how to determine the appropriate BSL level for the use of AAV. The motion was seconded and approved (7 approved, 0 against, 0 abstaining.)

C. **IBC- IACUC Communication** -

Recommendation made for the IACUC to invite the IBC to meetings where overlapping biosafety issues are discussed. Clarification provided on IBC approval with IACUC applications.

D. **Faculty Departure and Protocol Transfers** –

The Biosafety Committee reported that a PI has left the university and his protocols were assumed by another PI. This change was completed on the IACUC protocols. The new PI was reminded he will need to have an IBC application for this.

Trish Wilson retirement July 1, 2025. Interim replacement is Tricia Sloan.

VI. **NEXT MEETING DATE**

The next IBC meeting will take place on Wednesday, November 25, 2025, at 11:00 AM via Zoom.

VII. **ADJOURNMENT**

There being no further discussion, the IBC meeting was adjourned.