



Minutes

**FH & MCW Institutional Biosafety Committee
Institutional Biosafety Committee
1/13/2026
1:00 pm
Zoom**

1 Statements of Confidentiality and Conflicts of Interest

Quorum and Meeting Access: The Chair called the meeting to order at 1:00 pm and noted that the meeting was open to the public. Quorum existed at the start of the meeting with 13 voting members present. A quorum was maintained for the entire meeting.

Confidentiality: The Chair reminded the committee that while the meeting is open to the public, the information discussed during the meeting should be treated as confidential.

Conflict of Interest: The Chair asked the committee if any members needed to declare a conflict of interest with respect to any matter on the agenda. The Chair notified committee members that if they had a conflict of interest, they must leave the room during the final discussion and voting on that IBC submission.

2 Attendees

Committee Members Present

Lewis Bowen (Campus Operations)
Benjamin Gantner (Medicine)
Kunal Gupta (Neurosurgery)
Anna Huppler (Pediatrics)
Eric Jensen (Research Office)
Tyce Kearl (Medicine)

Nikki Lytle (Surgery)
Angela Mathison (Surgery)
Sandy Montes-Gruber (Non-MCW)
Qizhen Shi (Pediatrics)
Laura Stephens (Non-MCW)
Matthew Surdel (Medicine)
Mindy Waggoner (Non-MCW)

Biological Safety Officer
Chair
R/SNA Technology Expert
R/SNA Technology Expert
Animal Containment Expert
HGT Expert
R/SNA Technology Expert
R/SNA Technology Expert
R/SNA Technology Expert
Non-Affiliated Member
R/SNA Technology Expert
Non-Affiliated Member
R/SNA Technology Expert
HGT Expert

Committee Members Absent

Kenneth Allen (Research Office)

Alternate Animal Containment
Expert, Non-Voting

James Case (Non-MCW)

Non-Affiliated Member

Lezi E (Cell Biology Neurobiology and Anatomy)

R/SNA Technology Expert

3 Meeting Minutes Reviewed at this Meeting

12/9/2025 (Zoom)

Motion:	Minutes Approved
Yes Votes:	13
No Votes:	0
Abstained:	0
Recused:	0
Total Votes:	13

4 New Business

1. Public Attendance at IBC Meetings

The Chair notified the Institutional Biosafety Committee (IBC) that a staff member had requested to attend IBC meetings, as she creates and uses IBC applications in her position and she would like to learn more about how the IBC works. The Chair noted that while IBC Meeting Minutes are posted publicly, the IBC has not had members of the public request to attend meetings previously. While the NIH suggests that meetings be made public, they do not require them to be public. The Chair posed the question to the Committee of whether the IBC should allow individuals not associated with the IBC to attend meetings. Committee members discussed the request, and while some IBC members had no concerns, some members noted that having visitors present may impact discussions during the meeting. The Chair stated that the IBC would not allow visitors listen to discussions about applications with which they are associated. The Safety Committee Manager also clarified that visitors would not have access to the Meeting's Agenda or the full Meeting Minutes. A Committee member asked if visitors would be bound by the confidentiality statement given at the beginning of the meeting, and the Chair stated that the legal department would be consulted about this question. This topic will be revisited at a future meeting.

2. IBC Position Statement: *Non-toxic subunits of biological toxins*

The Chair introduced the Institutional Biosafety Committee (IBC) Position Statement: *Non-toxic subunits of biological toxins*, which outlines when IBC approval would be required for work with biological toxins and asked the IBC if they had any questions or concerns. A Committee member pointed out that Cholera toxin subunit A was not described in this statement, but the B subunit and nucleic acid are described. She asked if the A subunit should be included as well. The Biological Safety Officer (BSO) clarified that this Position Statement addresses toxins that do not need IBC approval. After discussion, the wording was updated in the Position Statement to clarify that "work involving the functional toxin" would require IBC approval. The Chair called for a vote and upon a motion made by a Committee member and seconded, the Committee voted to adopt this Position Statement with the requested change.

3. IBC Standard: *IBC Application Requirements*

The Chair presented the Institutional Biosafety Committee (IBC) Standard: *IBC Application Requirements* to the Committee, noting that this Standard would allow a labs and Principal Investigators (PIs) to have consortium-like IBC applications that could cover multiple PROs, including PROs under the supervision of collaborators. The Chair opened the floor for questions and concerns. The Biological Safety Officer noted that the standard specifies that human source material requires IBC approval if it undergoes processing with the potential to produce aerosols or if it is used to generate cell lines and asked if this statement should be updated to indicate work with human source material in any manner would require IBC approval. After discussion, the Committee determined

that this change would not be necessary at this time. A Committee member asked if a separate IBC application would be needed for a tissue bank if all processing of materials occurs under a research IBC application and then those materials are transferred to a tissue bank. The Committee agreed that if all processing would occur under another IBC application, an additional IBC application would not be required for the bank. Another Committee member asked whether a Principal Investigator (PI) could add a collaborator to the PI's IBC application if the collaborator wished to work in the PI's laboratory space in order to use a biological material the PI is already approved to use. The Chair stated that PIs are free to choose which collaborators they wish to add as study staff; PIs are responsible for all work occurring under their IBC applications, so if a collaborator creates any infractions all work under that particular IBC application would be halted. After discussion, upon a motion duly made by a Committee member and seconded, the Committee voted to adopt this Standard.

4. Administrative Report

The Chair asked the Committee Members to review the Administrative Report and then invited discussion. No concerns were raised.

5 Application Reviews

6 Adjournment

There being no further business, the meeting was adjourned at 1:47 pm. The next regularly scheduled meeting will be held on Tuesday, February 10, 2026 at 1:00 pm in Zoom.