

# Indiana State University Institutional BioSafety Committee

## MEETING MINUTES

September 14, 2026

Teams

The meeting was called to order on September 14, 2026 at 4:00 PM and a quorum was present.

### ATTENDANCE

#### Voting Members Present:

Deborah Baker  
Scott Canfield  
Kyu Hong Cho  
Richard Fitch  
Justin Miller  
Kristopher Schwab

#### Non-Voting Attendees, Staff and Guests Present:

#### Recording:

### ITEMS

#### 1 General Announcements and Next Meeting Date

##### 1.1 Next Meeting Date 10/12/26 at 4pm.

##### 1.2 Approve minutes from 8/10/26

|                        |                                                 |
|------------------------|-------------------------------------------------|
| <b>Review Type:</b>    | Full Committee Review                           |
| <b>Action:</b>         | Tabled without Action                           |
| <b>Effective Date:</b> | September 14, 2026                              |
| <b>Vote:</b>           | Total = 6; For = 5; Opposed = 0; Abstained = 1; |

#### Discussion and Remarks:

The August meeting minutes were tabled for review at the October meeting.

2 **New Studies**

3 **Revisions**

4 **Renewals**

5 **Annual Reports**

6 **Terminations**

7 **Adverse Events**

8 **Other Submissions**

9 **Other Business**

|                        |                                                 |
|------------------------|-------------------------------------------------|
| <b>Review Type:</b>    | Full Committee Review                           |
| <b>Action:</b>         | Deferred                                        |
| <b>Effective Date:</b> | September 14, 2026                              |
| <b>Vote:</b>           | Total = 6; For = 6; Opposed = 0; Abstained = 0; |

**Discussion and Remarks:**

To reduce confusion for those submitting work, decrease requests for additional information, and thereby decrease the time and administrative burden needed to review protocols, the committee reviewed documents and forms with an eye towards revision. Rather than modify existing forms, the committee commissioned Chair Fitch and Vice-Chair Miller to draft three new forms for review at the October meeting:

1. Initial Registration Form (Fitch)  
Major areas of emphasis/change

- Add instructions to specify what work will be completed in which laboratory spaces
- Summarize how protocols maintain appropriate biosafety measures through decontamination
- When samples are transported within a lab and especially between labs, specify what measures are taken to prevent release of biohazardous materials

2. Annual Report (Miller)

- Combine recombinant nucleic acid and biosafety annual reports into one
- Include a section to add the personnel working on the protocol for the review period (previous year)
- Revise prompts so the committee has better data to assess if a protocol amendment is needed but perhaps not submitted
  - Summarize the work completed during the review period
  - Were any new vectors, plasmids, strains, cell lines, *etc.* used?
  - Where was the work completed with what controls and measures to prevent exposure to biohazardous materials?

3. Separate Change in Personnel Form (Miller)

- Draft a new ammendment form which only pertains to new personnel
- The submitted form with accompanying evidence of training will be subject to administrative review
- Until approved administratively, new personnel may not begin work on the protocol

The meeting adjourned on September 14, 2026 at 4:55 PM.