

INSTITUTIONAL BIOSAFETY COMMITTEE MINUTES

Members of the IBC convened at 10:00 am on Thursday, October 30, 2025 via Microsoft Teams.

Attending Members:

Dr. Liping Tang	Professor, Bioengineering	IBC Chair / rDNA Expert / Animal Expert
Dr. Alison Ravenscraft	Assistant Professor, Biology	Plant Expert
Ms. Melissa Conklin-Pierce	Safety Specialist III, EH&S	Lab Safety Expert, BSO
Mr. Philip Oilepo	IRB Director, Methodist Health	Non-Affiliated Member / Non-Scientist
Mr. Martin Rugroden	Business Owner	Non-Affiliated Member / Non-Scientist
Ms. Elisabeth Rowlett	Safety Specialist III, EH&S	Alternate Member to BSO / Scientist

Guests:

Ms. Renee Franco	Research Support Specialist	Regulatory Services
Ms. Lisa Greening	Director	Regulatory Services

1. The Chair called the meeting to order with a majority of members present and read a notice regarding conflicts of interest – *Quorum 5/5*
2. **Approval of Minutes**
 - The minutes from the August 15, 2025 meeting were presented for review and discussion.
 - There were no issues or concerns with the minutes

The committee voted to approve the minutes (Total Vote = 5; For = 5, Opposed = 0, Abstained = 0)

3. **Review of New Non-Exempt Protocol Amendment - #IBC24.001: Pathogenesis Study of *Listeria monocytogenes* and *Staphylococcus aureus***
 - This protocol aims to develop and manage synthetic nucleic acid research experiments, specifically focusing on the production of circular single-stranded DNA (cssDNA) under a Biosafety Level 2 containment. The new plasmid is designed for efficient cssDNA production that generates DNA origami scaffolds and donor sequences for gene editing applications.
 - The Committee discussed:
 - The biosafety level and mitigation measures
 - The cell lines and site-specific training
 - Biocontainment and Storage
 - Personnel Updates

The committee voted to approve the amendment under Section III-F (Total Vote = 5; For = 5, Opposed = 0, Abstained = 0)

4. **Discussions:**
 - Updates will be made to the Review Procedures SOP to help streamline internal processes – discussions and approval at the next meeting
5. **Adjourn** - The meeting adjourned at 3:15pm.