



**Office for Research and Innovation
Institutional Biosafety Committee**

**IBC Meeting Minutes
Thursday, August 21, 2025
11:00 a.m. - 12:00 p.m.
Suite 204 WBSB -ACF Conference Room**

**Dr. Byeongwoon Song, Ph.D. Chairperson
Dr. Aramandla Ramesh, Ph.D. Vice Chair**

Committee Members Present:

Byeongwoon Song, Ph.D. (BS)
Aramandla Ramesh, Ph.D. (AR)
Awadh Bin hazim, Ph.D. (AB)
J Shawn Goodwin, Ph.D. (JSG)
Joshua Ohair, Ph.D. (JO)*
Monique Anthony, M.P.H. (MA)*
Jeff Mitchell, CIH, EHS Officer

Committee Members Absent

Donald Stevenson (DS)
Bolanle Ogunde, MD, MPH

Lisa M. Jones, M.S.**

*Community member

**Non-Voting member

Meeting called to order at: Meeting was called to order 11:13 a.m. C.S.T., with a quorum including seven voting members, one non-voting member and one guest, Mr. Tyrone Coleman, a Sale Specialist from CleanHarbors Chemical, which is an onsite contractor.

Confidentiality of Committee Proceedings: The members of the committee shall maintain confidentiality of the panel's proceedings unless and until such information is made available to the public. This includes the panel's hearings, deliberations, and initial reports, all written submissions to and communications with the panel. For virtual meetings, cameras must be on. If a meeting is recorded it will be announced at the beginning of the meeting.

Conflict of Interest:

Members of the committee are required to keep all discussions and information from their meetings private. The committee members must step aside from any decision-making process

regarding a research protocol if they have a personal connection with the protocol under discussion.

1. **Acceptance of the August 21, 2025, agenda:** The committee accepted the agenda, with necessary corrections, by unanimous consent.
2. **Vote on IBC meeting minutes from May 15, 2025:** The committee accepted the minutes as written, following a motion by JG and a second by JO.
3. **Approved protocols since May 15, 2025, meeting:**

New Review:

Principal Investigator: Bindong Liu

Protocol Title: Elucidating Novel Mechanism of HIV-1 Evading APOBEC3G Antiviral Function Through Selective Viral RNA Packaging

ePID: 25-08-1588

Submission Date: 8/8/2025

Submission Type: New Submission

Review Type: Designated Member Review

Status: Approved on 8/21/2025

4. **Protocol in the Portal:** None

5. **Chairs Updates and Announcements:**

- **Upcoming IBC meeting:**
 - The upcoming IBC meeting will be held on Thursday, September 18, 2025, at 11:00 a.m. CST. If you will not be able to attend, please notify the IBC RRA in advance. The committee members agreed that the September meeting will be held virtually.
 -
- **CITI Training Updates:**
 - All committee members whose training has expired are asked to visit <https://www.citiprogram.org/> to complete the required modules. Members were reminded to review their CITI accounts to ensure their trainings are current.
 - Medical students are required to complete the training. The RRA was asked to present an overview of essential CITI training to the MSRE first-year students.
- **On March 27, 2025, Implementation Update:**
 - The RRA reviewed details from the Department of Health and Human Services regarding the implementation and updates related to promoting maximal transparency under the NIH Guidelines, as outlined in the topic below. Please see the attached document for additional information. As an action item, the IBC will ensure that meeting materials are posted and readily available upon request.
 - **Topic:**
 - *Promoting Maximal Transparency Under the NIH Guidelines for Research*

6. Officers Reports and Updates:

A. Biological & Chemical Safety Officer Report:

- Chemical Officer raised a concern regarding his official committee designation, seeking clarification on whether he should be listed as a guest or a member. This question arose because he joined the committee following the passing of Dr. Ansah, the former EHS representative.
- Meharry has contracted CleanHarbors, which is currently working to catch up on waste disposal needs across the campus.
- EHS is working to emphasize the importance of PI accountability and responsibility for laboratory hazards. EHS is developing new policies, with support from CleanHarbors, that will be implemented over a 12-month period and posted on the Meharry Medical College website.
- A committee member recommended reviewing practices at other institutions to identify biosafety training that the IBC may be able to replicate. The members volunteered to conduct research and consult with state laboratories and CEPEP waste management.

B. Campus Operations Update: - No Report

C. Occupational Health Updates (OPH): - No Report

D. Additional Remarks: The committee chair and members were pleased to meet in person, especially with the community members

Adjournment: Meeting adjourned at 12:20 p.m. CST and the committee agreed with unanimous consent.



11/20/2025

Byeongwoon Song, Ph.D. Date



11/20/2025

Lisa M Jones, M.S.- RRA Date