

DePaul University
Panel: IBC Panel
MINUTES OF MEETING
April 20, 2026

Members Present:	Members Absent:
Katie Abma (Voting) David George (Voting) Janine Kirin (Voting) Justin Maresh (Chair) (Voting) Nicolette Zielinski-Mozny (Voting) Anna Bernadska (Non Voting) Melodie Fox (Non Voting)	Rima Barkauskas (Voting) Jeremie Fant (Voting) Jingjing Kipp (Voting)

The meeting was called to order at 01:22 P.M by J. Maresh, Chair.

EARLY AGENDA ITEMS

1. Welcome

The meeting was called to order at 1:22 p.m. with six voting members present. Quorum was not required due to the absence of protocol reviews.

2. Review of Draft Meeting Minutes

Minutes from March 13, 2026, will be uploaded to the IBC Teams folder for the committee to review.

3. • New Business, Policy Discussion, and Other Discussion Items

eProtocol issues

- The meeting opened with a discussion regarding persistent technical issues affecting the eProtocol system. Participants raised multiple concerns related to system reliability, inconsistent access to protocols, and disruptions caused by recent updates.
- Anna reported access issues occurring during agenda edits. When the agenda is modified within the system, reviewers who are not designated as primary or secondary reviewers lose access to protocols. This interferes with the review process.
- Justin shared that the system is frequently unavailable between approximately 11:00 a.m. and 1:00 p.m. This timing directly overlaps with his primary work hours, preventing him from completing protocol-related tasks during his available windows.

- Janine explained that the morning unavailability is linked to nightly server restarts. These restarts are not completing successfully, causing the system to remain inaccessible into the morning hours. The assigned development staff member is actively investigating underlying coding errors responsible for these failures.
- Anna noted that the system is often unavailable as early as 7:00 a.m. In addition, recent system updates appear to be occurring frequently and during business hours, resulting in daily interruptions and reduced reliability.
- Melodie described issues that occur when switching between user roles within the system. This action can trigger access termination errors, unexpectedly logging users out, or denying access to protocols they should be able to view.
- Justin added that following the most recent system update, users may be unexpectedly removed from the system mid-session and redirected to the main DePaul homepage. This issue further disrupts work and raises concerns about session stability.
- Janine shared that the eProtocol team was notified and is actively working to diagnose and resolve the server restart failures that are contributing to morning system downtime and agenda issues.
- Discussion shifted to a proposed solution from eProtocol to address protocol access issues for committee members related to agenda setup.
- eProtocol proposed assigning all committee members as *secondary reviewers* on protocols. This configuration would allow committee members to maintain continuous access to all protocols within the system. While designated as secondary reviewers, members would not be required to submit comments unless a response or feedback was specifically needed.
- Melodie noted that the system can support two primary reviewers per protocol, in addition to multiple secondary reviewers. Under this structure, secondary reviewers would only engage if called upon, which could help preserve the integrity of the review process while ensuring access for all committee members.
- Justin pointed out that under the current configuration, committee members often have to manually search for protocols by name to find them. Assigning members as secondary reviewers would automatically populate protocols in their reviewer dashboards, eliminating the need for manual searches and reducing the risk of overlooking assigned reviews.
- Justin suggested implementing the secondary reviewer workaround on the next protocol as a trial to determine whether it resolves the access issues more effectively than current practices.
- **Conclusion.** The committee agreed to consider implementing the secondary reviewer workaround for future protocols as a potential short-term solution to address protocol access challenges. It was noted that there may be a deeper configuration issue with how voting members are configured within the system. This potential misconfiguration warrants further investigation to ensure that roles and permissions align with committee requirements.

Review of the IBC Manual - any additional changes

- The committee conducted a systematic review of the IBC manual, focusing on verifying and updating referenced links to ensure accuracy, currency, and functionality. Several outdated or broken links were identified and replaced with current versions where available. The

committee noted that some older reference documents, including historical NIH biosafety materials, remain relevant because updated replacement guidance is lacking. Members also expressed concern that existing NIH guidelines often lack clear, practical implementation details.

- The committee reviewed the structure of select agent references within the manual and discussed simplifying this section. Overlapping and outdated links were identified, and revised language was drafted to clarify that select agent regulations are jointly administered by CDC and APHIS under the Federal Select Agent Program.
- Next, the applicability of APHIS biotechnology regulations to DePaul research was reviewed. While such regulations have not historically applied to committee-reviewed research, members agreed the information provides important regulatory context for plant-related work.
- Further, the committee identified the absence of a written policy addressing biosafety cabinet certification. Discussion highlighted past gaps in responsibility and the need for clarity regarding departmental and institutional roles.
- New policy language was added to the manual requiring departments to designate a responsible individual for annual biosafety cabinet certification.
 - The designee must be communicated to Environmental Health and Safety (EHS).
 - EHS will verify certification during annual inspections.
 - The policy was incorporated into Sections 2.5 (EHS responsibilities) and 2.7 (departmental responsibilities).
- Following discussion of biosafety cabinet oversight, the committee addressed autoclave maintenance responsibilities. While current practices are functioning, no written policy existed.
- Policy language was added to the manual stating that departments conducting IBC-reviewed research are responsible for maintaining shared autoclave equipment.
- The policy allows flexibility for current or future maintenance arrangements and was added to the departmental responsibilities section.
- Also, the committee clarified why the OSHA Bloodborne Pathogen Standard is referenced in the shipping section of the manual. While largely addressed through training, the standard does include limited transport requirements.
- The OSHA bloodborne pathogen standard link was retained in the shipping section.
- The link was updated to the eCFR version for reliability.
- No additional regulatory citations were added.
- Throughout the review, formatting inconsistencies were identified and corrected to improve clarity and usability.
 - External links were standardized to display full URLs.
 - Formatting, indentation, and typography inconsistencies were corrected.
 - Nonfunctional link styling was removed.
 - The table of contents will be finalized once edits are complete.

Conclusion. The committee agreed that the review of the IBC manual will continue at the next scheduled IBC meeting, beginning with page 70, where the group previously paused. Members recognized that a portion of the remaining comments and unresolved items may duplicate work from earlier sessions, likely due to changes not being properly saved or finalized in the system at the time. The committee expressed confidence that substantial progress has been made overall. With only a limited number of sections remaining to review and finalize, the committee noted that the manual is nearing completion and is close to being ready for final approval and publication.

Action Items

- Anna will
 - Check Justin's eProtocol account settings to diagnose access and visibility issues.
 - Send Justin the minutes from this meeting and the previous meeting for review and signature.
 - Upload meeting minutes to Teams for committee review within 7 days after the meeting.
- Justin will
 - Review and sign meeting minutes within 7 days after they are posted to Teams.
 - Continue IBC manual review starting from page 70 at the next meeting.
- Janine and eProtocol Development Team will
 - Work with Key Solutions to resolve nightly server restart issues causing morning system unavailability.
 - Investigate the voting members configuration issue in the eProtocol system.
 - Follow up on the "cool comments" feature that was promised but not yet functional.
- Katie will
 - Consider adding biosafety cabinet certification policy to her office procedures.
 - Maintain a contact list of departmental designees responsible for biosafety cabinet certification.
 - Continue verifying biosafety cabinet and autoclave certification during annual lab inspections.
- Committee will
 - Add biosafety cabinet certification policy as a future agenda item for formal discussion and approval.
 - Research how other institutions handle biosafety cabinet certification responsibilities.
 - Consider implementing the secondary reviewer workaround for all committee members on future protocols.
 - Finalize IBC manual review and prepare for publication on the website.
- Melodie will
 - Take a screenshot of the voting members tab issue to share with Key Solutions for troubleshooting.
- All Committee Members will
 - Submit any comments on the distributed meeting minutes within 7 days.
 - Review the updated IBC manual sections before the next meeting.

4. List of Submissions Approved in eProtocol

Protocol ID	Form Type	Review Cycle Type	Approval Date	Submitted Date	Name of Principal Investigator	College
IBC-2023-978	FINAL	Administrative Review	3/20/2026	3/17/2026	Eric Norstrom	Science & Health
IBC-2023-1172	RENEWAL	Designated Review	3/13/2026	2/23/2026	Stephanie Dance-Barnes	Science & Health
IBC-2023-1172	REVISION	Designated Review	4/10/2026	4/1/2026	Stephanie Dance-Barnes	Science & Health
IBC-2024-1495	REVISION	Designated Review	3/26/2026	3/9/2026	Sarah Connolly	Science & Health

5. Reminders

The next meeting is scheduled on May 4, 2026, at 1 pm.

The meeting was adjourned at 03:00 P.M.

Justin J
Maresh

Digitally signed by Justin
J Maresh
Date: 2026.05.04
16:16:15 -05'00'

(Signature)

(Chair)

(Date)

(Signature)

(Manager)

(Date)