RESEARCH & SPONSORED PROGRAMS ADMINISTRATION
LAMAR UNIVERSITY

Institutional Biohazardous Committee Use Form

SECTION A: Principal Investigator and personnel information (please type or print)		
***P.I. Name*:**	***Title*:**	***Dept*:**
***Phone No*:**	***Emergency Phone No. and Contact*:**	***Fax*:**
Building and Lab Room No(s):	***E-mail:***	

***Co-Investigators (List all faculty and students)**:*

***Training*:**

Both the P.I and all Co-investigators and students working with materials reviewed by the IBC must complete the Training Course at www.citiprogram.org. The main course required is the "**Biosafety Initial Course**". Other courses may be added Upon request**. Please attach all copies of certificates to this form**.

***Protocol Title*:**

☐ New Protocol ☐ Renewal Protocol ☐ Amendment Protocol

Source of Funding/Granting agency and I.D. number:

Principal Investigator Acknowledgment

I accept responsibility for:

The safe use of all potentially infectious organisms at Biosafety Level _____ and have informed all personnel of the risks of exposures while working with these organisms and/or toxins.

The conduct of this research in accordance with Section IV-B-5 of the NIH Guidelines for Research Involving Recombinant DNA Molecules.

The safe use of human blood, body fluids, tissues, and/or cell lines using Biosafety Level 2 practices and procedures. All personnel have been informed of potential risks, and proper laboratory practices for working safely bloodborne pathogens and have had or have been given the opportunity for vaccination.

_____ _____

Principal Investigator (Signature) Date

Department Chair Approval: _____

Department Chair (Signature): _____ Date: _____

For purposes of this registration, biohazardous materials are defined as any organism known to or suspected of causing infection in humans, and a toxin is a proteinaceous poison which is highly toxic to humans. Experiments using biohazardous materials and toxins should follow the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) Guidelines (4th Edition-1999).

Experiments using recombinant DNA technology should follow the NIH Guidelines for Research Involving Recombinant DNA (rDNA) Molecules, (April 2002).

The Principal Investigator (PI) is responsible for completing the appropriate parts of this registration document. The Lamar University Institutional Biosafety Committee (IBC), in conjunction with the Environmental Health, Safety and Risk Management Department (EHS & RM), maintains a registry of all laboratories and personnel working with human pathogens, and/or toxins, human blood, body fluids, and tissues, and recombinant DNA technology.

The PI is also responsible for notifying the **Research Compliance Specialist as well as EHS** when work with any potentially infectious material is terminated or when other significant changes occur, such as changes in protocol, personnel or relocation of the laboratory.

This registration document is to be forwarded to the **Research Compliance Specialist** prior to the initiation of work. Everyone listed should be informed of the potential hazards associated with this work, the appropriate safety practices to be used, the availability of medical programs, and applicable training requirements.

EHS conducts an annual inspection of registered laboratories to review practices and procedures. The survey is not intended to negate the responsibilities of the PI in supervising work with potentially infectious or hazardous materials.

RISK GROUPS AND BIOSAFETY LEVELS should be determined using the BMBL and the NIH rDNA Guidelines. Additional information for infectious agents can be found in the American Biological Safety Association (ABSA) website https://my.absa.org/Riskgroups

SECTION B: Description of the research understandable to scientist working in different fields

☐ **New Protocol** ☐ **Renewal Protocol** ☐ **Amendment Protocol**

Title of the protocol: _____

This project will use: ☐ **Biohazardous Material** ☐ **Biological Toxins** ☐ **Recombinant DNA**

B.1. Provide the date when you propose to begin research and the date when you anticipate research will be completed:

B.1.a. *Proposed Start date:*

B.1.b. *Anticipated completion date:*

B.2. General description of research:

B.3. Methodology:

B.4. *Types of biological agents and toxins, their quantity, duration of experiment, and/or the rDNA technology to be applied:*

B.5. *Significance of the project*

B.6. *Please include any additional information that may assist the IBC in the review of this protocol (e.g. description of experimental design, procedures, etc)*

SECTION C: Use of recombinant DNA technology ☐ **Not Applicable**

Prokaryotic Hosts/ Eukaryotic Cells *List Strains*	*Vector*	*DNA Insert*	*Relevant section of NIH Guidelines*	*Physical Containments*

If viral vector is to be used will infectious virus be generated? ☐ No ☐ Yes

Will studies include attempts to obtain expression of a foreign gene, other than those used for selection purposes?
☐ No ☐ Yes what protein _____

SECTION D: Potential human pathogens and/or toxins (please provide information for each microorganism and or tox used, use additional space if needed) ☐ **Not Applicable**

Organism:	*Strain:*	*Volume used:*	*Risk group:*
Biological Toxins:		*Volume used:*	*Risk group:*

Is organism concentrated? ☐ No ☐ Yes
Specify methods: ☐ centrifugation ☐ filtration ☐ Precipitation ☐ Other _____

Containment equipment available:
☐ Biological Safety Cabinet: Class_____ Last Certified: _____
☐ Fume Hood ☐ Containment Centrifuge ☐ Other _____

SECTION E: Use of animals
Are animals used in this project? ☐ **No** ☐ **Yes** Date IACUC Approval (if applicable) _____

List all animals used in the project	*Organism, toxin, or rDNA introduced*	*Routes of administration*

Types of animal tissue handled and/or animal cell lines:

SECTION F: Handling of Human Products (requires BSL-2 practices or above)

Are Human samples used in this project? ☐ **No** ☐ **Yes** Date IRB Approval (if Applicable) _____

Type of human samples manipulated

☐ Cell lines ☐ Blood ☐ Tissues ☐ Urine ☐ Spinal Fluid ☐ Serum ☐ Feces ☐ Semen

☐ Other _____ Specify_____

Type of manipulations:

☐ Centrifugation ☐ Bleeding/Mixing ☐ Dissection ☐ Sonication ☐ Pipetting

☐ Other _____

SECTION G: Safety, Security, and Training Plan - Use the BMBL as a guide only to write your specific safety procedures. Follow the outline below for the items that are applicable to your project (please put NA in all the rest). If necessary, you may add an attachment.

G.1. Training Plan:

G.2. Security Plan:

G.2.a. Access to the laboratory:

G.2.b. Access to the biological agents:

G.3. Safety Plan:

G.3.a. Specific Laboratory Practices:

G.3.b. Personal Protective Equipment Required:

G.3.c. Containment and Safety Equipment Used:

G.3.d. Decontamination and Spill Clean-up Procedures:

G.3.e. Transfer and/or Transport of Biohazards Between/Outside the Laboratories:

G.3.f. Handling of Hazardous Waste:

G.3.g. Medical Surveillance:

Will ship or transport biohazardous material	☐ No	☐ Yes
Will generate biohazardous waste	☐ No	☐ Yes

The following websites contain information that can help you complete the Registration for Recombinant DNA Research Form

www.cdc.gov/labs/BMBL.html CDC - Biosafety in Microbiological and Biomedical Laboratories (BMBL)
www.osp.od.nih.gov/biotechnology/biosafety-and-recombinant-dna-activities/ NIH guidelines for work with recombinant DNA molecules
www.who.int/csr/resources/publications/biosafety/WHO_CDS_CSR_LYO_2004_11/en/ WHO 2004 Laboratory Biosafety Manual