

**University of Kentucky
Institutional Biosafety Committee
RECOMBINANT DNA REGISTRATION FORM**

If you plan to use recombinant DNA* at a University of Kentucky facility, you must submit this form PRIOR to initiating your work. **ALL** (human, plant, animal, insect, etc) recombinant DNA work must be registered with the Institutional Biosafety Committee. According to NIH guidelines, some rDNA work must also have IBC approval. Submit the completed form (including lab specific safety and spill protocols), project summaries (lay and scientific), and experimental protocol via e-mail to the University's Biosafety Officer, Marcia Finucane, mfinu2@email.uky.edu. The BSO will notify you when you may start work and if your project requires IBC approval. Please call the BSO at 859-257-1049 with questions or comments. **DO NOT SUBMIT HARD COPIES UNTIL THE BSO HAS REVIEWED YOUR PROTOCOL WITH YOU.** For the Summer & Fall terms, 2003, the IBC generally meets the 2nd Wednesday of the month (6/11/03, 7/16/03, 8/13/03, 9/10/03, 10/8/03, 11/12/03, 12/10/03). **Completed** applications **MUST** be submitted at least two weeks before a meeting to be considered. (revised 6/20/03)

* Recombinant DNA is defined by the NIH as: (1) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell, or (2) molecules that result from the replication of those described in (1) above.

SECTION I - GENERAL INFORMATION

Principal Investigator: _____

Department: _____

Room Number & Bldg. _____

Speed Sort # _____

Telephone: _____ e-mail address _____ FAX
number _____

Title of Project: _____

SECTION II - PROJECT INFORMATION

Lab Location Room Number & Building (where work will be performed):

Will experiments involve a deliberate attempt to obtain an expression of a foreign gene?

_____yes _____no

If yes, what protein will be produced? _____

Will experiments involve more than 10 liters of culture? _____yes _____no

Containment conditions specified in the NIH Guidelines:

_____BL1 _____BL2 _____BL3

List all employees and students conducting the experiments (Please ensure that each lab worker has reviewed the Laboratory Safety Manual, Appendix 1-A, Chemical Hygiene Plan):

| Name | Title |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

For Administrative Use Only:

Do the rDNA experiments described require IBC approval prior to initiation?

_____yes _____no

Source(s) of the DNA:

The nature of the inserted sequences:

The hosts and vectors to be used:

Other comments:

Do you have a copy of the NIH *Guidelines for Research Involving Recombinant DNA Molecules*?

_____yes _____no

Do you currently use biohazard signs? _____ yes _____ no

If yes, how? _____ Lab entrance
 _____ Storage areas (refrigerators, freezers)
 _____ .Work areas (biosafety cabinet, incubators)
 _____ .Other (please specify)

Are the biohazards identified on these signs? _____ yes _____no

SECTION III – SAFETY PRECAUTIONS

On a separate page, outline safety precautions taken; spill and work area decontamination procedures; and waste disposal methods used when working with rDNA (attach page to form).

Sample safety procedures can be found here:

<http://www.uky.edu/Services/EHS/hmm/safeprac.html>

Sample spill plan can be found here:

<http://www.uky.edu/Services/EHS/hmm/spill.html>

SECTION IV - RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR

(NIH Guidelines IV-B-5)

On behalf of the institution, the Principal Investigator is responsible for complying fully with the NIH Guidelines in conducting any recombinant DNA research. As part of this responsibility, the Principal Investigator shall:

1. Not initiate or modify any recombinant DNA research requiring approval by the Institutional Biosafety Committee (see Sections III-A and III-B of NIH Guidelines) until that research or the proposed modification thereof has been approved by the IBC and has met all other requirements of the Guidelines.
2. Determine whether experiments are covered by Section III-C and follow the appropriate procedures.
3. Report within 30 days to the IBC and NIH (ORDA) all significant problems with and violations of the NIH Guidelines and all significant research-related accidents and illnesses.
4. Report to the IBC and to NIH (ORDA) new information bearing on the NIH Guidelines.
5. Be adequately trained in good microbiological techniques.
6. Adhere to IBC-approved emergency plans for dealing with accidental spills and personnel contamination.
7. Comply with shipping requirements for recombinant DNA molecules. (See Appendix H of NIH Guidelines for shipping requirements for technical recommendations).

Signature: _____
Principal Investigator

Date: _____

Name of Principal Investigator (TYPED OR PRINTED)

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