

IBC Form 2 (use additional sheets as needed)

RECOMBINANT DNA REGISTRATION DOCUMENT

Complete this form if you intend to use and/or store recombinant DNA subject to the *NIH Guidelines for Research Involving Recombinant DNA Molecules* (NIH Guidelines). The NIH Guidelines define recombinant DNA molecules as either (1) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate a living cell, or (2) molecules that result from the replication of those described in (1) above. The NIH Guidelines can be found in the *Investigators' Manual for the Use of Biohazardous Materials in Research* or at www.od.nih.gov/oba/rac/guidelines/guidelines.html.

1) Faculty member name: _____ Tel: _____

2) Department: _____

3) Laboratory location: _____ Email: _____

4) Project Title: _____

5) Identify the Risk Group of the recombinant DNA: RG-1 RG-2 RG-3 RG-4

6) Identify the Biosafety Level of the laboratory: BSL-1 BSL-2 BSL-3

7) Provide a summary of your planned use, including risks, if any. (If applicable, attach pertinent sections of protocol that more fully explain the use). If you intend this registration to include multiple constructs, please list them. (Attach a separate sheet if additional space is needed.)

8) Provide the following information:

a) Source(s) of recombinant DNA: _____

b) Do you plan to propagate the recombinant? Yes No

c) What are the host recipients? _____
Vector(s)/specific phage or plasmid: _____

d) Is a helper virus to be used? Yes No If yes, what is the helper virus: _____

e) Are plants or animals to be exposed to the recombinant? Yes No

f) Does the use involve expressing a protein of a potentially dangerous nature? Yes No
If yes, what proteins will be expressed? _____

IBC Number _____

9) Applicant's assurance. I certify that:

- a) All persons conducting this work, including my collaborators, have received instruction on the specific hazards associated with the work and the specific safety equipment, practices, and behaviors required during the course of the work and use of these facilities. My records documenting this instruction may be reviewed.
- b) Any spill of recombinant DNA, any equipment or facility failure (e.g., ventilation failure), and/or any breakdown in procedure that could result in potential exposure of laboratory personnel and/or the public to recombinant DNA will be reported to the IBC Chairman immediately (718 270-1610).
- c) Any changes in my use that would result in an increased level of biohazard will be reported to the IBC before the change is implemented.
- d) If use of recombinant DNA involves human body fluids or tissues, all personnel working with such agents have been given the opportunity to receive immunization against Hepatitis B at no cost.
- e) Use of recombinant DNA that requires IBC approval prior to initiation will not be initiated or modified until approval is received from the IBC.
- f) When I discontinue use of the registered material(s), the materials will be disposed of according to established guidelines or re-registered with another faculty member.
- g) I have read and understand my responsibilities as Principal Investigator as outlined in Section IV-B-4 of the NIH Guidelines, and will comply with these responsibilities.
- h) The information provided herein is accurate to the best of my knowledge. I also understand that, should I use the project described above as a basis for a funding proposal (either intramural or extramural), it is my responsibility to ensure that the description of the work in the funding proposal is identical to that contained in this registration.

Signature of Faculty Member

Date

Submit this completed form to the IBC Chairman, Dr. Haseeb Siddiqi, Microbiology and Immunology, BSB 3-5 or fax it to 718 270-2656.

IBC Use Only

Exempt Non-Exempt

Approved Disapproved

Biosafety level approved: BSL-1 BSL-2 BSL-3

Laboratory inspection required prior to initiation of use? Yes* No

*Use of recombinant DNA cannot begin until the IBC or its designee has inspected the laboratory and approved it for the appropriate biosafety level.

IBC Signature

Date

IBC-signed copy returned to registrant on _____
Date