

Biosafety Protocol Form for Use of rDNA and Infectious Agents

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| **A. Principal Investigator Information (PI Must Be an ISU Faculty Member)** |
| Principal Investigator  |  Department  |
| Telephone Number **438-**  | Email Address **@ilstu.edu** |
| FaxNumber  | MailingAddress **Campus Box**  |
| Co-Principal Investigator Information (may be students)  |
| Co- Principal Investigator  |  Department  |
| TelephoneNumber  | EmailAddress  |
| FaxNumber  | MailingAddress  |

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| **B. Protocol Information** |
|  Protocol Title.  |
| Do you have a copy (electronic or print) of the NIH *Guidelines for Research Involving Recombinant DNA Molecules?* *Guidelines are available at* [*https://osp.od.nih.gov/wp-content/uploads/NIH\_Guidelines.pdf*](https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.pdf) *[ ]* YES*[ ]* NO*[ ]* N/A Do you have a copy (electronic or print) of the CDC/NIH booklet *Biosafety in Microbiological and Biomedical Laboratories (BMBL)*, 6th edition? *Guidelines are available at* [*https://www.cdc.gov/labs/pdf/SF\_\_19\_308133-A\_BMBL6\_00-BOOK-WEB-final-3.pdf*](https://www.cdc.gov/labs/pdf/SF__19_308133-A_BMBL6_00-BOOK-WEB-final-3.pdf) [ ]  YES [ ]  NO |

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| **C. Summary of Proposed Work and Description of Experiments** |
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| **D. Prokaryotic Experiments for rDNA (indicate N/A if not applicable)** **[ ]  N/A**  |
| Host Strains (Please note whether an *E. coli K-12* based strain is to be used):  |
| Host(s) maintained in (room, bldg.):  |
| Vector(s):  |
| Inserted DNA: (Include names of genes, function (if known) and organisms from which they were cloned.)  |
| Will whole virus be cloned? [ ]  Yes [ ]  No |
| Risk Group for project: [ ]  RG1 [ ]  RG2 [ ]  RG3 [ ]  RG4 [ ] Unknown*Consult page 11 of BMBL for guidance.* |
| Biosafety Level for project: [ ]  BSL1 [ ]  BSL2 [ ]  BSL3 [ ]  BSL4 [ ] Exempt*Consult pages 32-118 of BMBL for guidance.* |

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| **E. Eukaryotic Experiments for rDNA (indicate N/A if not applicable)** **[ ]  N/A** |
| Host Strains:  |
| Host(s) maintained in (Room, Bldg.):  |
| Vector(s):  |
| Inserted DNA (Include names of genes, function (if known) and organisms from which they were cloned.)  |
| Helper virus or packaging system:  |
| Fraction of eukaryotic viral genome in recombinant DNA: [ ]  <1/2 [ ]  >1/2 but <2/3 [ ]  >2/3 |
| Risk Group for project: [ ]  RG1 [ ]  RG2 [ ]  RG3 [ ]  RG4 [ ]  Unknown*Consult page 11 of BMBL for guidance.* |
| Biosafety Level for project: [ ]  BSL1 [ ]  BSL2 [ ]  BSL3 [ ]  BSL4 [ ]  Exempt*Consult pages 32-118 of BMBL for guidance.* |

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| **F. Plant or Animal Experiments for rDNA (indicate N/A if not applicable)** **[ ]  N/A** |
| Plant or Animal Hosts (give species):  |
| Host(s) maintained in (Room, Bldg.):  |
| If animal use, IACUC Protocol #(s):  |
| Vector(s):  |
| Inserted DNA (Include names of genes and organism from which they were cloned.)  |
| Fraction of eukaryotic viral genome in recombinant DNA: [ ]  <2/3 [ ]  >2/3 |
| Transgenic Plant or Animals? [ ]  Yes [ ]  No |
| Risk Group for project: [ ]  RG1 [ ]  RG2 [ ]  RG3 [ ]  RG4 [ ]  Unknown*Consult page 11 of BMBL for guidance.* |
| Biosafety Level for project: [ ]  BSL1 [ ]  BSL2 [ ]  BSL3 [ ]  BSL4 [ ]  Exempt*Consult pages 32-118 of BMBL for guidance.* |

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| **G. Description of Infectious Agents (indicate N/A if not applicable)** **[ ]  N/A** |
| Name and strain of agent:  |
| This agent is: [ ]  Viral [ ]  Fungal [ ]  Bacterial [ ]  Parasitic [ ]  Rickettsial [ ]  Arboviruses [ ]  Prions [ ]  Other & Related Zoonotic  |
| This agent is a (check all that apply):  [ ]  Human Pathogen [ ]  Animal Pathogen (not human) [ ]  Plant Pathogen |
| Host strain(s) used in this study:  |
| Host maintained in (Room, Bldg):  |
| Means of Transmission:  |
| Disease or Toxin Produced:  |
| Will infectious aerosols be generated? [ ]  Yes [ ]  No |
| Risk Group for project: [ ]  RG1 [ ]  RG2 [ ]  RG3 [ ]  RG4 [ ]  Unknown*Consult page 11 of BMBL for guidance.* |
| Biosafety Level for project: [ ]  BSL1 [ ]  BSL2 [ ]  BSL3 [ ]  BSL4 [ ]  Exempt*Consult pages 32-118 of BMBL for guidance.* |

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| **H. Experiment Location**  |
| Lab Location(s) [Bldg. / Rm. #]:  |
| This work will be conducted: [ ]  On the lab bench [ ]  In a biological safety cabinet [ ]  In a fume hood  [ ]  On a clean bench [ ]  Other (Please specify):  |
| Is a biological safety cabinet available? [ ]  Yes [ ]  No  |
| If yes: Make/Model: Date of last certification: Click here to enter a date.Serial #:  |

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| **I.** **Describe the Biohazard Potential of These Experiments** (Are special medical surveillance practices recommended?) |
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| **J. Detail the decontamination method for all non-waste and waste generated from the experiment:***Minimum contact time of 10 minutes with chemical disinfectant of 500 ppm chlorine or 0.1% quaternary ammonium compound required. Minimum autoclave conditions of 30 minutes, 121ºC, 15 psi required.* |
| Solids:  |
| Liquids:  |
| Others:  |

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| **K. Biohazard Sign Use** |
| Do you currently use biohazard signs? [ ]  Yes [ ]  No |
| If yes, how? [ ]  Lab entrance [ ]  Storage areas (refrigerators, freezers) [ ]  Work areas (biosafety cabinets, incubators) [ ]  Other (Specify):   |
| Are the biohazards identified on these signs? [ ]  Yes [ ]  No  |

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| **L. Vaccination** |
| Is there any vaccination, skin test, or other medical prophylactic treatment or medical surveillance necessitated by work with this (these) agent(s)? [ ]  Yes [ ]  No |
| If yes, please identify:  |

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| **M. Containment Conditions Specified in the NIH/CDC Guidelines that will be used:**  |
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| N. PI Assurance & Signature |
| By submitting this protocol, I as the Principal Investigator certify that I have read the following statements and agree that I, and all listed participants, will abide by those statements and all ISU policies. I also contest that I am familiar with and agree to abide by the NIH Guidelines, OSHA standards, and other federal and local regulations relating to this project. I will also enforce federal regulations regarding laboratory safety for all persons who work under my direction. I understand I am responsible for correcting work errors and conditions that may result in the release of rDNA materials or infectious agents and ensuring the integrity of the physical containment. I understand the regard to laboratory safety and certify that the protocol as approved by the IBC will be followed during the period covered by this research project. Any future changes will be submitted for IBC review and approval prior to implementation. I understand that this protocol will be reviewed periodically, and I agree to the following:* Ensure that the listed personnel have received or will receive all appropriate training necessary for the exposures in the lab and adhere to safe laboratory practices, procedures, and the ISU Biosafety Guidelines. The training can include but is not limited to the following:
	+ CITI Initial Biosafety Training (re-training as needed)
	+ General Lab Safety
	+ Lab Specific
	+ CITI NIH Recombinant DNA Guidelines
	+ CITI Hazard Communication-Lab Standard 29CFR1910.1450
	+ Emergency Action Plan/ Fire Prevention Plan
	+ CITI OSHA Bloodborne Pathogens- Exposure Control Plan
	+ IACUC
	+ Radiation Safety
	+ X-Ray Safety
* Report any accident or injuries that results in potential exposures to rDNA material, or any incident releasing rDNA material into the environment.
* Report any problems with physical or biological containments
* Report any novel information bearing on the safety of this work such as new technical data relating to biological hazards of specific rDNA molecules or infectious agents.
* Submit in writing a request for approval from IBO of all significant modifications to the study, facilities, or procedures (i.e. new agents, new laboratory rooms, change of personnel).
* I will not carry out the work described in this registration until it has been filed with, and if necessary, approved by, the Institutional Biosafety Committee
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| Name of Principal Investigator: Date: Click here to enter a date. |

**Submission Instructions**: Please submit a completed copy of this form to

Environmental Health and Safety at **sysenvironmental@ilstu.edu**

or

Environmental Health and Safety

Campus Box 1320

Normal, IL 61790-1320

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| FOR EHS USE ONLY |
| BSL Required: [ ] BSL1 [ ] BSL2 [ ] BSL3 [ ] BSL4 |
| Risk Group: [ ] RG1 [ ] RG2 [ ] RG3 [ ] RG4 [ ] N/A  |
| Date Received: Click here to enter a date. |
| IBC Protocol #:  |
| Date Approved: Click here to enter a date.  |
| BSO Signature:IBC Chair Signature: |

Form Revised October 2024