

University of Pittsburgh Safety Manual	EH&S Guideline Number: 05-009	
Subject: RESEARCH REGISTRATION FOR ANIMAL AND rDNA PROTOCOLS	Effective Date 3/1/08	Page 1 of 2

REGISTRATION PROCESSES FOR BIOLOGICAL SAFETY

1. Registration

- 1.1 Before beginning a project (classroom or experimental) involving work with biological materials at BSL2 or higher, the Principal Investigator or Instructor should complete the EH&S "Registration Workbook for Use of Biological and Chemical Agents," and send the completed electronic form to biosafe@ehs.pitt.edu. This registration is required for Institutional Animal Care and Use Committee (IACUC) approval of any new protocol and any renewed or modified protocol utilizing research animals; and for any Institutional Biosafety Committee (IBC) protocol utilizing recombinant DNA at BSL2 or above
- 1.2 Following receipt, a confirmation will be returned to the PI along with a detailed list of any necessary additions or revisions to the registration.

2. IACUC Registration

- 2.1 Upon receipt of the workbook, EH&S processes the registration, and begins protocol review, EH&S medical surveillance and training requirement review, and the development of a protocol-specific risk assessment (RA).
- 2.2 The required medical surveillance and training is compared to the current EH&S training record for all personnel listed on the protocol. A list of all personnel delinquent for training or medical surveillance is forwarded to the PI along with instructions for compliance.
- 2.3 EH&S prepares a risk assessment document summarizing the hazards and providing recommendations for conducting the project safely, including engineering controls, personal protective equipment, work practices, signage/labeling, and bedding/waste disposal. Following EH&S approval of the project, a copy of the risk assessment is sent to the PI and other impacted departments on campus (IACUC and DLAR).

3. Recombinant DNA Registration.

- 3.1 When institutions receive NIH funding for research involving recombinant DNA molecules, they must comply with all provisions for containment and biosafety oversight set forth in the NIH Guidelines for Research Involving Recombinant DNA Molecules. Failure to adhere to the NIH Guidelines can result in suspension or termination of NIH funding for this type of research, or lead to a requirement for prior NIH approval of every recombinant DNA project at the University. Compliance with the NIH Guidelines is critical to the safe conduct of research and to the fulfillment of an institutional commitment to the protection of staff, the environment, and public health. The NIH Guidelines are available at: <http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html> .

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3.2 The University of Pittsburgh Institutional Biosafety Committee (IBC) has determined that all recombinant DNA work, whether or not defined as exempt by NIH guidelines, must be reported to and approved by the IBC.

3.3 IBC/rDNA Registration Applications can be obtained from the Recombinant DNA Office website: <http://www.rcco.pitt.edu/rdna/> or the rDNA Office at 412-383-1768.