
**Meharry Medical College
Institutional Biosafety Committee
Protocol Submission Form**

All research involving recombinant DNA (rDNA) or infectious agents must be submitted to the Institutional Biosafety Committee (IBC) for review together with a laboratory emergency plan and certifications that students and employees have received appropriate biosafety training. Send this form to the Institutional Biosafety Officer Dremund Powell (WBSC B112) and provide him with one copy of your laboratory's emergency plan and certifications that employees and students have completed the biosafety training given by Meharry's Department of Research Safety.

Principal investigator

Highest degree

Department

Title of project

Sponsor

Number of grant

Location of experiments: Buildings

Room numbers

List all employees, students, and others involved in this project

RECOMBINANT DNA

For complete information, go to [Guidelines for Research Involving Recombinant DNA Molecules](#).

ALL SOURCES OF DNA. Check all that apply.

This project does not involve rDNA. SKIP TO THE SECTION ON INFECTIOUS AGENTS ON PAGE 3.

[Risk Group 1 \(RG1\)](#). Agents that are not associated with disease in healthy adult humans (list them below)

[Risk Group 2 \(RG2\)](#) Agents that are associated with human disease which is rarely serious and for which preventive or therapeutic interventions are *often* available (list them below)

[Risk Group 3 \(RG3\)](#) Agents that are associated with serious or lethal human disease for which preventive or therapeutic interventions *may be* available (high individual risk but low community risk) (list them below)

Other (list below)

ALL HOSTS

ALL VECTORS

CLASSIFICATION OF EXPERIMENTS (Section III). Select all the categories that apply to the rDNA experiments you will conduct.

Exempt experiments. Check all subcategories that apply

Those that are not in organisms or viruses.

Those that consist entirely of DNA segments from a single nonchromosomal or viral DNA source, though one or more of the segments may be a synthetic equivalent.

Those that consist entirely of DNA from a prokaryotic host including its indigenous plasmids or viruses when propagated only in that host (or a closely related strain of the same species), or when transferred to another host by well established physiological means.

Those that consist entirely of DNA from an eukaryotic host including its chloroplasts, mitochondria, or plasmids (but excluding viruses) when propagated only in that host or a closely related strain of the same species.

Those that consist entirely of DNA segments from different species that exchange DNA by known physiological processes, though one or more of the segments may be a synthetic equivalent. See [Appendices A-I through A-VI](#), for a list of natural exchangers that are exempt from the *NIH Guidelines*.

Those that do not present a significant risk to health or the environment. See [Appendix C, Exemptions under Section III-F-6](#) for other classes of experiments that are exempt from the *NIH Guidelines*.

Experiments that require institutional biosafety committee approval before initiation (III-D).

Check all subcategories that apply.

Experiments Using Risk Group 2, Risk Group 3, Risk Group 4, or Restricted Agents as host-vector systems ([III-D-1](#)).

Experiments in which DNA From Risk Group 2, Risk Group 3, Risk Group 4, or Restricted Agents is cloned into nonpathogenic prokaryotic or lower eukaryotic host-vector systems ([III-D-2](#)).

Experiments involving the use of infectious DNA or RNA viruses or defective DNA or RNA viruses in the presence of helper virus in tissue culture systems ([III-D-3](#)).

Experiments involving whole animals. Experiments involving whole animals in which the animal's genome has been altered by stable introduction of recombinant DNA, or DNA derived therefrom, into the germ-line (transgenic animals) and experiments involving viable recombinant DNA-modified microorganisms tested on whole animals ([III-D-4](#)).

Experiments involving whole plants. Experiments to genetically engineer plants by recombinant DNA methods, to use such plants for other experimental purposes (e.g., response to stress), to propagate such plants, or to use plants together with microorganisms or insects containing recombinant DNA ([III-D-5](#))

Experiments involving more than 10 liters of culture ([III-D-6](#))

Experiments that require institutional biosafety committee notice simultaneous with initiation (III-E). Check all subcategories that apply.

Experiments involving the formation of recombinant DNA molecules containing no more than two-thirds of the genome of any eukaryotic virus. (III-E-1)

Experiments involving whole plants. Experiments involving recombinant DNA-modified whole plants or recombinant DNA-modified organisms associated with whole plants, except those that must obtain biosafety committee before they start, as described above. (III-E-2)

Experiments involving transgenic rodents. Experiments involving the generation of rodents in which the animal's genome has been altered by stable introduction of recombinant DNA, or DNA derived therefrom, into the germ-line (transgenic rodents), except those that must obtain biosafety committee before they start, as described above. (III-E-3)

INFECTIOUS AGENTS

List all [agents that cause disease in humans or animals](#) that you will use in your experiments

[Bacterial Agents](#)

[Parasitic Agents](#)

[Viruses](#)

[Fungal Agents](#)

CONTAINMENT

On the grid below, check the combination of laboratory practices, containment equipment, and laboratory design you will employ. **Check only the most stringent forms of containment you will use.** Refer to [Appendix G](#) and [Appendix I](#) of the *NIH Guidelines* and to [Biosafety in Microbiological and Biomedical Laboratories \(BMBL\) 4th Edition](#)

Physical Containment

	BL 1	BL 2	BL 3
Standard microbiological practices			
Special practices			
Containment equipment			
Laboratory design			

Biological Containment

Not applicable because I am not doing recombinant DNA experiments			
Escherichia coli K-12 host vector 1 system			
Other host-vector 1 system (Describe under "Containment Narrative" below)			
Host-vector 2 system (Describe under "Containment Narrative" below)			

What kind of biological safety cabinet will you use?

None

Buildings

Room
Numbers

Certification Dates

Class I (give locations
and certification dates)

Class II (give locations
and certification dates)

Indicate the other safety equipment you will use.

Safety pipettes

Centrifuge safety cups

Lab coats

Safety glasses

Gloves

Other (list below)

CONTAINMENT NARRATIVE. Add any additional information that will help the Institutional Biosafety Committee evaluate your containment plans. If you checked "Other a host-vector 1 system" or "Host vector 2 system" above, describe the biological containment system you will employ.

EXPERIENCE. Describe your experience with the agents, procedures and equipment above.

ASSURANCE. By sending this form to the Institutional Biosafety Officer, the Principal Investigator named on page 1 certifies the following:

I have read and am familiar with the standard and special microbiological practices, containment equipment, and laboratory facilities recommended for the biosafety level that the Institutional Biosafety Committee determines are applicable to this project. I agree that all faculty, staff, and students working on this project will follow these recommendations.

Enter date

Click "Submit form" and e-mail the form to dpowell@mmc.edu