



Institutional Biosafety Committee Instructions for Registering Exempt Recombinant DNA Projects

Those projects and proposals involving the use of recombinant DNA (rDNA) techniques exempt from NIH Guidelines do not require approval from the Institutional Biosafety Committee (IBC), **but must be registered with the IBC**. If the project falls under the definition of exempt rDNA experiments as outlined below, completed the attached registration form. Please read the [NIH Guidelines for Research using Recombinant DNA Molecules](#) to ensure that the project is exempt and safety procedures are followed. Please contact the Biosafety Officer at 297-0028 if you have any questions.

The following experiments which utilize recombinant DNA technology are exempt from NIH Guidelines and IBC approval.

1. Those that are not in organisms or viruses.
2. 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.
3. 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.
4. 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).
5. 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 [Appendix A](#), Exemptions under Section III-F-5--Sublists of Natural Exchangers, for a list of natural exchangers that are exempt from the NIH Guidelines.
6. Those that do not present a significant risk to health or the environment, as determined by the NIH Director. See [Appendix C](#), Exemptions under Section III-F-6 for other classes of experiments which are exempt from the NIH Guidelines.

If you can answer **yes** to one of the statements below then the project **will not be exempt** and IBC approval must granted before work begins. Please complete the [rDNA Registration form](#) and submit to the IBC.

1. Will the project generate more than 10 liters of culture?
2. Is the viral construct from DNA a risk group 3, 4 or a [Select Agent](#)?
3. Will the project generate toxin molecules lethal for vertebrates?
4. Will the construct contain viral DNA from more than 2/3 of any eukaryotic viral genome?
5. Will the project involve the transfer of rDNA into human subjects?
6. Will the project involve the generation of transgenic animals?
7. Will the project involve the generation of transgenic plants?



FOR COMMITTEE USE ONLY IBC# _____
 Application is Exempt Status yes no
 Approved with Conditions _____
 Not Approved _____
 Approved IBC Chair/BSO _____
 Date Review Completed _____

Florida Atlantic University
 Institutional Biosafety Committee
 Exempt Recombinant DNA Registration Form

Complete this application to register your exempt recombinant DNA (rDNA) project as outlined in the NIH Guidelines section III-F. The Institutional Biosafety Committee (IBC) requires that all rDNA work conducted at FAU be registered with the committee. Please do not hesitate to contact the Biosafety Officer or members of the IBC concerning any policy or procedure.

New Submission Teaching Purposes Grant Renewal Previous IBC # _____

Principal Investigator: _____ Phone: _____

Department: _____ E-mail: _____

Project Title: _____

Laboratory/rooms where work will be performed: _____ Dates of Project: From _____ To _____

Is your project exempt from NIH Guidelines and IBC Approval? (See Instructions) Yes ____ No ____

Briefly describe your research project: _____

Please provide the following information:

Nature of the Inserted DNA Sequence/Expressed gene	Host(s)	Vector(s)	Intended Use of rDNA

*Biosafety Level: _____ *Explanation: [FAU](#) , [CDC](#)

Identify personnel conducting the experiments (including students and temporary staff). * New PIs must attach CV.

NAME	TRAINING/EXPERIENCE	PROJECT RESPONSIBILITIES

 As Principal Investigator, I hereby certify that prior to initiation of this project; all laboratory staff involved in this project will be trained in laboratory practices and techniques to ensure safety of personnel and the environment. All laboratory personnel will attend compliance safety training and follow FAU policy and procedures.

Principal Investigator's Signature _____ Date _____

Send electronic copy of this form to dward@fau.edu and submit the signed form and a copy of the proposal to the Biosafety Officer located at FAU/EH&S 112 CO, Boca Raton, FL 33431 or fax (561) 297-2210. Please also save a copy for your records.