



Environmental Health & Engineering, Inc.
Harvard Institutes of Medicine/New Research Building
Environmental Health and Safety Office
77 Avenue Louis Pasteur
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PLEASE NOTE

Before initiating a new project, you are responsible for ensuring that you adhere to pertinent regulatory requirements and policies set by the Harvard Committee on Microbiological Safety (COMS). Outlined below are some requirements that you must adhere to when working at HIM/NRB. For additional information about the following requirements, please contact the HIM/NRB EH&S Office at 617-432-2925. If you have questions regarding completing the application or the approval process, please contact the HIM/NRB Associate Biosafety Officer, Jessica Healey, at jhealey@eheinc.com

- Projects that involve recombinant DNA (rDNA) fall under the **NIH Guidelines Involving Work with Recombinant DNA Molecules** and therefore must be reviewed and approved by the Harvard Committee on Microbiological Safety (COMS).
- Projects that involve infectious organisms, cultures of HIV or virus-producing cell lines and non-human primate cells must be registered and approved by COMS.
- Projects that involve the administration of rDNA molecules or infectious microbiological agents into animals must be reviewed and approved separately by both COMS and then Animal Care and Use Committee (ACUC).
- Projects that involve the use of human blood, body fluids, unfixed tissues and organs, and primary human cells must be reviewed and approved by COMS and the IRB (Human Subjects Committee). The US Occupational Safety and Health Administration (OSHA) requires that employees be offered the HBV vaccine at no cost and receive Bloodborne Pathogens training.
- Projects that involve the use of human embryonic stem cells (hESC) must be registered both with COMS and with the Embryonic Stem Cell Research Oversight Committee (ESCRO) of your institution.



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SURVEY/UPDATE ON THE USE OF MICROBIOLOGICAL AGENTS & rDNA

Principal Investigator:

Office Building/Room: _____ Telephone: _____ Fax: _____

E-mail: _____

1. Do you perform experiments using rDNA and *E. coli* or other prokaryotic host?

- YES *E. coli*
- YES other prokaryotic host, Specify: _____
- NO

If YES, describe the specific host and vector used and origin of inserted DNA.

2. Do you perform experiments using rDNA in eukaryotic cells?

- YES
- NO

If YES, describe the specific host and vector used and origin of inserted DNA.

3. Do you use agents **other than** bacteria or viruses (i.e. parasites, fungi, yeast) for expression of rDNA?

- YES
- NO

If YES, please list the agents: _____

4. Do you use rDNA which contains inserts derived from the following?

oncogenes? (e.g., *ras* or *myc*)

toxin genes? (e.g., *ricin*)

genes from pathogenic bacteria or viruses? (e.g. *V. cholera*, HIV)

If YES, describe specific genes used:

5. Does your work involve human materials, such as:

A. human blood or blood components (serum, plasma, etc.)? YES NO

B. other human fluids (synovial, pericardial, etc)? YES NO

C. unfixated human tissues or organs? YES NO

D. primary human cells YES NO

E. human cell cultures? YES NO

6. Does your work involve the use of non-human primate cell lines?

YES NO

7. Is this work currently registered with the Committee on Microbiological Safety (COMS)?

YES NO DON'T KNOW

8. Do you use rDNA or microbiological agents on experimental animals or produce new transgenic animals? If YES, please identify the material introduced into the animals and what type of animal is used:

YES NO

Type of Animal:_____

9. Is your project currently registered with any committee? If YES, please identify the committee.

YES NO

Committee:_____

10. Please indicate the location of work (list all applicable buildings and room #s):

11. If you currently use a biosafety cabinet (tissue culture hood) please indicate the building and room number:

Signature of Principal Investigator

Date

Signature of Biosafety Officer

Date