



INTRAMURAL CORRESPONDENCE

University of Rochester Laboratory Safety Information

Welcome to the University of Rochester! Environmental Health and Safety (EH&S) is excited to partner with you to help ensure that your laboratory is a safe working environment and compliant with university, state, and federal regulations.

To get started, please visit the EH&S Laboratory Safety Unit's [New Principal Investigator](#) Webpage. Here you will find the information needed to set up your lab safely and commission your new space. There are several required documents regarding door and equipment signage, safety equipment, and waste. The goal is to get your lab up and running as quickly as possible. To guide you along your way, we have created the [New PI Checklist](#).

Highlights:

- All members working in the lab (investigators, lab staff, and students) **MUST** complete [Laboratory Safety Training](#) **PRIOR** to beginning research.
- Register your Lab with [Chematix](#). Chematix is the University's web-based platform that handles chemical inventories, EH&S laboratory inspections, and chemical hazardous waste disposal.
- Our departmentally assigned [EH&S Lab Safety Specialist](#) is available to answer questions about the potential risks presented by your research and provide necessary compliance information.

For Investigators whose research will require Institutional Biosafety Committee (IBC) approval (BSL2, NIH Guidelines for Recombinant or Synthetic Nucleic Acid Molecules), approval must be secured **PRIOR** to beginning research. See the IBC website for a [One-Page Summary](#) of experiments and the approval process.

For researchers who will conduct animal research, all protocols must be submitted to the University Committee on Animal Resources (UCAR). See the [UCAR](#) website for their policies and regulations.

For researchers using radiological materials, please contact the [EH&S Radiation Safety Unit](#) at (585) 275-3781 for more information.

Once you are ready to begin work, contact your departmentally assigned [EH&S Lab Safety Specialist](#) to complete your initial Laboratory Safety Inspection. They will arrange a time with you to answer any remaining safety-related questions and walk through your lab space.

We look forward to working with you to provide a safe research environment. Thank you,

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An introduction to
UR's INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

The NIH Guidelines apply to all University PIs.

- To ensure the safe handling of recombinant materials, the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules ([NIH Guidelines](#)) require:
 - An [Institutional Biosafety Committee](#) composed of faculty, staff, and community members,
 - IBC approval of many Biosafety Level (BSL) 1 and BSL2 experiments before starting work,
 - Self-reporting violations, and making reports and meeting minutes available to the public.
- The NIH Guidelines apply to all University PIs, even if they don't receive NIH funding.

IBC approval is required before performing work that includes:

- Experiments covered by the [NIH Guidelines](#), *regardless of funding source*
 - Recombinant infectious agents if the wild-type or modified version may cause disease in people (healthy or immune suppressed), animals or plants
 - Viral vectors (including commercial)
 - Plasmids used to express or silence genes in *E. coli*, cells, animals, etc.
 - Recombinant cells administered to animals
 - Transgenic animals (new rodent strains, *Drosophila*, etc.) generated at UR
 - Human subjects
 - Additional experiments not routinely performed at UR (see [New PI Information](#)).
- At UR, human pathogens, or materials handled at BSL2 or higher (including human or primate blood, body fluids, tissues, cells/[cell lines](#) used or stored by non-clinical research labs/staff)



How to get IBC approval:

1. Personnel directing or performing lab work complete EH&S [Laboratory Safety Training](#).
2. PI submits consolidated [form](#) (or separate forms: LAB/L, Project/G or HS, +/- viral vector/VV)
3. EH&S performs a lab inspection; verifies Training and [Lab Safety Checklists](#) for all personnel.
4. IBC reviews protocols, assigns biosafety levels, confirms lab has been inspected and personnel are trained, then approves protocol. Biosafety Officer sends approval letter(s).

For more information:

- [IBC web pages](#), [IBC Registration Forms](#), [UR Biosafety Requirements and Resources](#)
- IBC Coordinator ddouglass@safety.rochester.edu, Biosafety Officer srosen22@safety.rochester.edu

Additional approvals or instructions are required for:

- Shipping, transporting biohazards, some biologicals, dry ice – [Shipping policy](#)/training
- Animals - [University Committee on Animal Resources](#) (no chem/bio/rad in vivo until EH&S sends risk letter and PI submits [Notification of Intended Use](#)). Note: if experiments in the UCAR require IBC approval, UCAR requires IBC approval prior to UCAR approval.
- Human subjects - [Research Subjects Review Board](#) (exempt? see [Exempt Status Determination](#)).
- [Chematix](#)/UR's Chemical Management System (Inventory, Waste, Safety Data Sheets)
- Lasers - [Laser Safety Program](#)
- OSHA recognized carcinogens - [Chemical Hygiene Plan](#), Chemical Safety Officer in EH&S
- Radioactive materials or isotopes - Radiation Safety Unit
- Additional listed on [Office of Research and Project Administration](#)'s, [ORPA Sign Off Form](#)