

Checklist for Research including Biological Materials, Recombinant and Synthetic Nucleic Acids

1. **Register your lab in BioRAFT-** Resources have been created to help you initiate and modify the BioRAFT lab registration process. These quick step-by-step guides will help with everything from identifying laboratory hazards and populating your lab staff and assigned duties to equipment registration and BioRAFT training.
 - a. [Baylor BioRAFT New Lab Set Up Guide](#)
 - b. [Baylor BioRAFT Laboratory Management Guide](#)
2. **Complete EHS associated training assigned by BioRAFT-** All BioRAFT training is automatically assigned based on the designated job duties and laboratory hazards identified within the lab during BioRAFT lab set up.
3. **Complete Laboratory Risk Assessment and provide protocol summary for research conducted within your designated lab space(s). Do you have upcoming research project(s) for your lab?**
 - a. Complete [EHS Biological Risk Assessment \(pdf\)](#) for your lab
 - b. Complete [EHS Protocol Summary \(pdf\)](#) for your lab
4. **Contact EHS for on-site lab consult to go over PPE, spill response, exposure control, lab specific training on equipment/organisms, waste management, shipping/receiving of samples/materials, and annual inspections.**
5. **Emergency Response/Biological Spill Response-** Biological Spill Fact Sheets and Emergency Response protocols available on EHS Biosafety website.
6. **Laboratory Biological Waste Management-** Biological Waste Fact Sheets and Emergency Response protocols available on EHS Biosafety website.

7. Application and Approval of Research Protocol(s):

- Does your research involve working with synthetic or recombinant nucleic acids? – **IBC Submission Required**
- Will your research involve working with plants and/or whole animals (including arthropods) and rDNA or synthetic nucleic acids? – **IBC Submission Required; IACUC Required if using Animals**
- Will your research involve working with whole vertebrate animals? – **IACUC Submission Required**
- **All other research involving biological materials *not using rDNA or whole/live animals* can submit all previous forms to EHS for project approval.**

All research protocols involving the use of recombinant or synthetic nucleic acids must register with the Office of Research Compliance. New and existing protocols may be reviewed by the Institutional Biosafety Committee (IBC) and/or OVPR approved designee. Additional information about the protocol registration process may be found at [OVPR-Research Compliance](#).

All research protocols involving the vertebrate animals must register with the Office of Research Compliance. New and existing protocols will be reviewed by the Institutional Animal Care and Use Committee (IACUC) and/or OVPR approved designee. Additional information about the protocol registration process may be found at [OVPR-Research Compliance](#).

Please contact EHS at 254-710-2964 for any questions or concerns.