

# CT PUBLIC HEALTH DEPARTMENT

## REGISTRATION FORM INSTRUCTIONS

For Laboratories Using Infectious Agents in Research

<b>Question #</b>	Download as a Word document and fill out on the computer or by hand. Double click checkboxes. Click in shaded areas and begin typing.
<b>1</b>	Answer with PI's Name.
<b>2</b>	University of Connecticut Health Center.
<b>3</b>	Lab* Building/Room#, 263 Farmington Ave., Farmington, CT 06030-XXXX (XXXX=mail code).
<b>4</b>	PI's Phone Number.
<b>5</b>	Email address or fax number (optional).
<b>6</b>	Answer with PI's Name and Degree.
<b>7</b>	PI's name or other if there is an authorized agent. If Director = Registrant enter the PI's name for both and at the end sign twice.
<b>8</b>	If a new application do not answer; If a renewal, check the appropriate box.
<b>9</b>	List any personnel who will have supervisory capacity in the lab over other personnel in the lab.
<b>10</b>	Answer Yes and be sure to have access to the internet version (see Office of Research Safety web pages) or a disk version from the BSO.
<b>11 A-F</b>	List <i>Genus species</i> or name(s) of infectious agents (BSL-2) in your lab according to category. Specify the BSL at which you will work, and the purpose of the work.
<b>12</b>	If you will use animals in the room where you use infectious agents indicate 'yes', give the name(s) of the animal(s) and specify an approximate number of animals used annually.
<b>13</b>	Check all that are present or practiced in your laboratory. For Biological Safety Cabinet (BSC) check Class II type A for regular tissue culture hoods, as long as they are not ducted out of the room. <b>Please check the certification of your BSC to pass the inspection it must have been certified within the last year at the time of the inspection.</b>
<b>14</b>	Indicate where you have procured your infectious agents, e.g., ATCC, U. of XYZ, etc.
<b>15</b>	Indicate 'yes' or 'no' for clinical determinations. If yes, indicate what you look for.
<b>16</b>	Indicate 'yes' and name Ron G. Wallace, PhD, CIH 860 679 2723. For Committee, indicate 'yes'. Ron Wallace is the UCHC Biological Safety Officer (BSO); <a href="mailto:rwallace@adp.uhc.edu">rwallace@adp.uhc.edu</a>
<b>17</b>	If you perform <i>any</i> rDNA experiments check 'yes'. Check with the BSO to determine if your experiment is exempt from the NIH Guidelines or not. If it is, check 'yes' to the second question. If it isn't exempt, fill out an Institutional Biosafety Committee (IBC) registration for your project. Once the registration is accepted or approved by the IBC, you are compliant with the NIH rDNA Guidelines. The NIH rDNA Guidelines are available on the internet or you may receive a disk version from the BSO.
<b>18</b>	Indicate 'yes' or 'no'. If the answer is 'yes' contact the BSO as in #17.
	<i>Before you sign:</i> Find and be standing in front of a Notary Public – see table below. Contact BSO for a list of Notaries.