

Request for Exemption from the NIH Guidelines for Research Involving Recombinant DNA Molecules

This form must be completed in its entirety in order to receive a recombinant DNA Exempt Letter. Return the completed form to the Office of Environmental Health and Radiation Safety (EHRS), 3160 Chestnut Street, Suite 400/6287 or email a *signed locked PDF* to approvals@ehrs.upenn.edu.

Once approved, you will receive a recombinant DNA Exemption Letter PDF via email. Please keep a copy of the approval letter in your file for future reference.

A copy of the NIH Guidelines can be found at the EHRS website: <http://www.ehrs.upenn.edu/protocols/rDNA.html>.

ALL FORMS MUST BE TYPED, NOT HANDWRITTEN. INCOMPLETE OR HANDWRITTEN FORMS WILL BE RETURNED.

If you have any questions, please contact an EHRS Biosafety Officer at 215-898-4453 or send an email to approvals@ehrs.upenn.edu.

Principal Investigator:

Penn ID Number:

Position Title:

School:

Department:

Mailing Address:

Mail Code:

Telephone:

FAX:

E-mail:

Date of Request:

Location of lab(s):

Project Title:

Give a brief description of the project:

Check the appropriate exempt category for your experiments:

- Section III-F-1.** Those that are not in organisms or viruses.
- Section III-F-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.
- Section III-F-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.
- Section III-F-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).

- Section III-F-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. A list of such exchangers will be prepared and periodically revised by the NIH Director with advice of the RAC after appropriate notice and opportunity for public comment (see [Section IV-C-1-b-\(1\)-\(c\)](#), *Major Actions*). See [Appendices A-I](#) through A-VI, *Exemptions Under Section III-F-5--Sublists of Natural Exchangers*, for a list of natural exchangers that are exempt from the *NIH Guidelines*.

- Section III-F-6.** Those that do not present a significant risk to health or the environment (see [Section IV-C-1-b-\(1\)-\(c\)](#), *Major Actions*), as determined by the NIH Director, with the advice of the RAC, and following appropriate notice and opportunity for public comment. See [Appendix C](#), *Exemptions under Section III-F-6* for other classes of experiments which are exempt from the *NIH Guidelines*.

Briefly explain why you believe your experiments fall within the exempt category checked above:

Signature of Investigator: _____ **Date:** _____

***Faculty Sponsor (PRINT):**

***Faculty Sponsor (Signature)** _____

***required only if Investigator is not a member of the Standing or Associated Faculty**



--DO NOT WRITE BELOW THIS LINE--

IBC ACTION

Acceptance

Rejection

Interim Acceptance

Comments:

Signature of IBC Chair: _____ Date: _____