









Introduction to Research and Compliance at Auburn University

Dear Researcher,

Risk Management and Safety (RMS) would like to take this time to welcome you to Auburn University. We are providing this information to you to help make your transition to the policies and practices of AU as seamless as possible. Select the applicable check boxes below, and you will be directed to the appropriate web locations where you can find compliance materials, resources, and support necessary to conduct research at Auburn University. While we believe that this information will provide you with the resources that you need to begin your research at Auburn University, the RMS staff is always eager to assist so please do not hesitate to contact us.

War Eagle!

Click on Button for more information

1) Will your research involve infectious materials?	
2) Will your research involve recombinant DNA?	
3) Will your research involve animals?	
4) Will your research involve human subjects?	
5) Will your research involve chemicals?	
6) Will your research involve radiation?	
7) Will your research involve development of new chemical materials?	
8) Will your research require Environmental Program support? (e.g. Waste Generation, Hazardous Material Shipping)	
9) Will your research involve export controls?	

Introduction to Biological Research

Biological research at AU can be divided into different categories and can overlap with other research areas. This document will help you identify the different forms, committees, and manuals that you will need to carry out your research. If you have any questions please contact the [Biological Safety Officer](#) or the [Institutional Biosafety Committee](#) (IBC).

Topic	Information	Link
Manual	The Biological Safety Manual and Lab Safety Manual must be available and reviewed annually.	<ul style="list-style-type: none"> • Biosafety Manual • Lab Safety Manual
Training	Biosafety training is required annually and must be documented. Bloodborne pathogens and medical waste training is required annually as applicable. Training requirements may be completed via online or RMS facilitated seminars.	<ul style="list-style-type: none"> • Blackboard • Biological Safety Officer
Forms	All work involving Biohazardous Materials must be registered with the IBC by submitting Biological Use Authorizations (BUA). Click here for the AU definition of Biohazardous Materials .	<ul style="list-style-type: none"> • BUA forms • IBC
Committee	All work with Biohazardous Materials is governed by the Institutional Biosafety Committee. The IBC is responsible for reviewing all BUAs to ensure that appropriate safeguards are in place.	<ul style="list-style-type: none"> • IBC
Infectious Agents	All research that involves infectious agents; including human, animal, and plant pathogens, must be registered with the IBC.	<ul style="list-style-type: none"> • Biosafety Manual • BUA • IBC • Biosafety in Microbiological and Biomedical Laboratories (BMBL)
rDNA	All research that involves recombinant DNA must be registered with the IBC. Click here for the NIH definition of rDNA .	<ul style="list-style-type: none"> • Biosafety Manual • IBC • BUA • NIH Guidelines

Non-infectious Materials	Currently, work with non-infectious organisms that do not contain rDNA is not regulated at Auburn University. For more information or if you need clarification please contact the Biosafety Officer .	<ul style="list-style-type: none"> • Biosafety Manual
Biological Waste	All biological waste must be decontaminated prior to entering the solid waste stream. Acceptable methods include autoclave and chemical disinfection.	<ul style="list-style-type: none"> • Biosafety Manual
Medical Waste	Medical waste must be picked up by RMS. Medical waste includes sharps and any materials that could transmit human disease. Please see the Environmental Programs site for more information	<ul style="list-style-type: none"> • Medical Waste Guide
Animal Research	All activities involving animals must be approved by the AU Institutional Animal Care and Use Committee (IACUC). Registration with IACUC has inspection, training, and documentation requirements.	<ul style="list-style-type: none"> • IACUC • Animal Research Forms • AU Policy on the Care and Use of Live Vertebrate Animals • Training
Human Subjects Research	All research involving human subjects must be approved by the AU Institutional Review Board (IRB). Registration with IRB has training and documentation requirements.	<ul style="list-style-type: none"> • IRB • Protocol Submission Forms • Sample Documents • AU Human Subject Research Policies and Procedures • CITI Training
Shipping Infectious Substances and other hazardous materials	You may not ship infectious substances without approval from RMS staff. Only individuals who have completed an approved hazardous materials shipping course and are certified may ship these materials. Contact the BSO for assistance.	<ul style="list-style-type: none"> • Biosafety Officer • Hazardous Materials Manager (for shipping infectious/hazardous materials)
Additional Information	The RMS website contains information, forms, and tools.	<ul style="list-style-type: none"> • Biosafety Homepage • Lab Safety Manual • Hazardous Waste Management Guide

Introduction to Biological Research (Cont'd)

Definitions and Additional Information

Biohazardous materials: Items of biological origin that could potentially cause harm to humans, animals, or plants. Examples include recombinant DNA; transgenic animals or plants; human, animal, or plant pathogens; biological toxins (such as aflatoxin); human blood and other potentially infectious materials; and human or non-human primate cell cultures.

rDNA: 1) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell, or 2) molecules that result from the replication of those described above.

Introduction to Chemical Research

Chemical research at AU does not require registration with any committees or departments. However, RMS is responsible for ensuring that all hazardous chemicals are used and disposed of appropriately. This document will help you identify the different policies, tools, forms, and manuals that you will need to carry out your research. If you have any questions, please contact the [Lab Safety Program Manager](#).

Topic	Information	Link
Manual	The Lab Safety Manual must be available and reviewed annually.	<ul style="list-style-type: none"> • Lab Safety Manual
Training	Lab safety training is required annually and must be documented.	<ul style="list-style-type: none"> • BlackBoard
Door sign	AU has an electronic door sign program that helps first responders identify lab hazards. A sign is required on all lab entrances.	<ul style="list-style-type: none"> • Door Sign Program
Eyewash	AU requires that researchers test all eyewashes that have drains on a weekly basis.	<ul style="list-style-type: none"> • Eyewash Test Sheet
Lab Signs	Various lab safety signs are available on the RMS website.	<ul style="list-style-type: none"> • Lab Signs
Newly created chemical materials	AU researchers who will be working with or creating new chemical materials must comply with the AU TSCA Compliance program . To determine if your research is subject to these requirements please complete the Applicability Checklist.	<ul style="list-style-type: none"> • TSCA Implementation and Compliance Guide • TSCA Applicability Checklist
Chemical Waste	All chemical waste must be properly managed. Requirements for lab waste management are found in the AU Hazardous Waste Management Guide.	<ul style="list-style-type: none"> • Hazardous Waste Management Guide
Shipping chemicals and other hazardous materials	You may not ship chemicals or nanoparticles without approval from RMS staff. Only individuals who have completed an approved hazardous materials shipping course and are certified may ship these materials. Contact the Lab Safety Program Manager for assistance.	<ul style="list-style-type: none"> • Lab Safety Program Manager • Hazardous Materials Manager (for shipping infectious/hazardous materials)

Emergency Contact Sheet	AU requires that all labs post an official emergency contact sheet.	<ul style="list-style-type: none">• Emergency Contact List
Additional Information	The RMS website contains information, forms, and tools.	<ul style="list-style-type: none">• Chemical Safety Homepage

Introduction to Radiological Research

Radiological research at AU is governed by the Radiation Safety Committee and is directed by the [Radiation Safety Officer](#). This document will help you identify the different policies, tools, forms, and manuals that you will need to carry out your research. If you have any questions please contact the [Radiation Safety Officer](#).

Topic	Information	Link
Manuals	The Radiation Safety Manual must be available and reviewed annually.	<ul style="list-style-type: none"> • Radiation Safety Manual
Training	Radiation safety training is required prior to use.	<ul style="list-style-type: none"> • Contact the Radiation Safety Officer for training.
New User	AU requires that a New Radiation Worker form be submitted prior to initiation of work.	<ul style="list-style-type: none"> • New Radiation Worker Form
Materials License	A Radioactive Materials License must be obtained prior to the possession or use of any materials.	<ul style="list-style-type: none"> • Radioactive Materials License Application
Waste Disposal	All radiological waste must be disposed of properly. Information regarding disposal is located in the Radiation Safety Manual .	<ul style="list-style-type: none"> • Radiation Safety Manual • Radioactive Waste Disposal Sheet
Shipping Radioactive Materials and other hazardous materials	You may not ship radiological materials without approval from RMS staff. Only individuals who have completed an approved hazardous materials shipping course and are certified may ship these materials. Contact the Radiation Safety Officer for assistance.	<ul style="list-style-type: none"> • Radiation Safety Officer
Additional Information	The RMS website contains information, forms, and tools. <i>Note: radiological research often involves chemical s and biological. The applicable standards also need to be followed for these areas.</i>	<ul style="list-style-type: none"> • Radiation Safety Homepage

Introduction to Environmental Programs

AU Faculty and Staff with responsibility for chemicals and other hazardous materials must ensure that these materials are stored and/or used in conformance with AU procedures and environmental regulatory requirements. The following addresses the most commonly identified compliance issues. Additional information and guidance is available on the RMS Environmental Management webpage at <http://www.auburn.edu/administration/rms/environmental.html>.

Topic	Information	Link
Chemical Waste Management	<p>All chemical wastes must be properly labeled with the identity of the contents and include the word WASTE (ie, Waste Acetone). Waste containers must be clean, appropriately sealed to prevent release of contents, and placed in a designated waste accumulation area.</p> <p>The list of nonhazardous chemicals identifies chemicals which are appropriate for trash or drain disposal. All other chemicals must be managed through the AU Chemical waste management program.</p>	<ul style="list-style-type: none"> • Hazardous Waste Management Guide • List of Chemicals Considered Nonhazardous for Disposal
CHEMATIX Waste Database	<p>AU utilizes the CHEMATIX waste database for management of all chemical waste generated from university operations. Please contact the CHEMATIX administrator to obtain access to the system.</p>	<ul style="list-style-type: none"> • Chematix website • Chematix User Guide
Used Oil	<p>Containers of used oil must be labeled with the words "USED OIL", in good condition, and closed at all times when not adding waste.</p>	<ul style="list-style-type: none"> • Used Oil Management
Waste Aerosol Cans	<p>Spray cans containing product under pressure are hazardous materials. If an aerosol can becomes unusable so that the product cannot be removed by normal means or if the product is outdated, off spec or otherwise unusable/unwanted, the can should be disposed of through the RMS Waste Management program as a chemical waste.</p>	<ul style="list-style-type: none"> • Aerosol Container Management
Universal Waste	<p>Universal wastes include batteries, mercury containing lamps (i.e. fluorescent, metal halide), mercury containing equipment and pesticides. Universal wastes are a special class of hazardous wastes which require proper management.</p>	<ul style="list-style-type: none"> • Universal Waste Management • Used Fluorescent Bulbs • Used Batteries

<p>Biohazardous Waste Management</p>	<p>Guidelines for proper management of medical waste, biological waste and pathological waste are provided in the AU Medical Waste Guide. Additional guidance is available in the AU Biosafety Manual.</p>	<ul style="list-style-type: none"> • Medical Waste Guide • Biological Safety Manual
<p>Hazardous Materials Shipping and Receiving</p>	<p>The US Dept. of Transportation and Federal Aviation Administration require that all personnel who ship or receive hazardous materials receive appropriate training and certification. Please contact AU Hazardous Materials Management for assistance with shipping hazardous materials.</p>	<ul style="list-style-type: none"> • HAZMAT Receiver Training
<p>Additional Information</p>	<p>A general fact sheet is provided to assist AU Faculty and Staff with managing their environmental compliance responsibilities associated with hazardous materials.</p>	<ul style="list-style-type: none"> • Critical Hazmat Compliance Issues