



HEALTH AND HUMAN SERVICES DEPARTMENT

Linda Walsh, Commissioner
1000 Commonwealth Avenue
Newton, MA 02459-1544

Telephone 617.796.1420 Fax 617.552.7063
TDD/TTY 617.796.1089



Public Health
Prevent. Promote. Protect.

Dear rDNA Permit Applicant,

The City of Newton requires any facility performing recombinant deoxyribonucleic acid (rDNA) work to obtain an rDNA permit per the [Newton Biosafety Ordinance](#). The City of Newton uses the online NewGov portal for applications. Instructions for creating and submitting an application on the NewGov portal can be found [here](#).

To complete the application you will need the following information:

- List of Institution Officers
- Certificate of General Liability
- Plot Plan showing the proposed location of the facility and floor plan showing internal layout
- List of all proposed organisms, including containment levels, to be employed in rDNA research or technology, and including the screening process to be performed by institutions conducting rDNA research or technology in order to ensure the purity of the strain of host organisms used in the experiments and to test organisms resulting from such experiments for their resistance to commonly used therapeutic antibiotics. Host organisms obtained from independent laboratories shall undergo the same screening process
- A plan for systematic monitoring of waste to assure that viable rDNA organisms will not be released into the environment.
- A description of the training program of safeguards and procedures for personnel using rDNA, and a copy of the training manual.
- The institution's health monitoring, health surveillance and safety manuals, together with the plan for an appropriate medical surveillance program as determined by the IBC and in accordance with NIH guidelines for all persons engaged in the use of rDNA.
- A description of the rodent and insect control programs to be used in the facility.
- A plan for orienting representatives of the Newton health and human services, fire, and police departments to the physical plant and to procedures to be utilized in the event of an emergency.
- A copy of the emergency procedure manual.
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- Institutional biosafety committee membership list with titles.
- Permit fee of \$250

City of Newton



Ruthanne Fuller
Mayor

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Upon submission, your application and documents will be reviewed by a member of the Newton Biosafety Committee (NBC) for a completeness check. Once your application is complete, your company will present your research at the next NBC meeting before the committee and answer any questions they may have. At the conclusion of the meeting, the committee members will vote on a recommendation for the issuance of an rDNA permit to the HHS Commissioner.

Your presentation to the NBC will require a PowerPoint with the following:

1. General introduction of the applicant individual or organization
2. Mission
3. Research or production plans
4. Discussion of the facilities and plans for adhering to the biosafety requirements of Newton. Please note that a copy of the PowerPoint will need to be sent to us prior to the NBC meeting.

After permit issuance, rDNA permits are renewed annually in December. Please reach out to the Health Department with any questions at 617-796-1420 or health@newtonma.gov.

Thank you,

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