

These records assembled, prepared, or maintained are to
prevent, mitigate, or respond to criminal terrorist acts.
Do not copy or disseminate.

UI Use and Transfer of Select agents and toxins Intrafacility Transfer Request

For the approval of Intrafacility select agent or toxin transfers, please forward transfer request with all pertinent information to the Office of Research (Research Assurances Officer), no less than 48 hours prior to the desired transfer date. Recipient must have an approved MUA on file with the Institutional Biosafety Committee (see FSH 1640.14) and be approved on the APHIS/CDC Form 1 registration on file in the Office of Research (Research Assurances Officer).

Select Agents and Toxins Information

Select Agent Name: _____

of Primary Containers to be transferred: _____ Volume per container: _____

Sender/Transferor Information

Date of Request: _____ Date of Requested Transfer: _____

Transferor Name: _____ Work Phone: _____

Program/Unit: _____

Transferor Signature: _____ Date: _____

Recipient Information

Upon completion of select agent or toxin transfer, it is the responsibility of the recipient to contact the Office of Research (Research Assurances Officer) at least ten days prior to disposal of any select agent or toxin.

Recipient Name: _____ Work Phone: _____

Program/Unit: _____

Location of Select Agent Use and Storage: Building _____ Room(s) _____

Biosafety Level of Receiving Laboratory: BSL-2 ____ BSL-3 ____ Other ____

Method of Disposal: _____ Date of Disposal: _____

(The Office of Research (Research Assurances Officer) must be notified at least 10 days prior to disposal)

Transfer Authorization (ORED)

Approved _____ Not Approved _____

Comments:

RO Signature: _____ Date: _____
Personnel Access Form

Principle Investigator: _____
Unit: _____

List all people who will have access to and/or handle select agent(s)*. For each person list full name, position, and training applicable to the handling and use of select and/or biological agents (see example below). Each person listed needs to be included in UI's Registration with CDC/APHIS and be approved through a DOJ clearance to work unescorted.

Doe, Jane	Graduate Student	6 graduate-level credit hours in microbiology research techniques; 1 hour lab orientation concerning select agent handling and security, reviewed and is familiar with all procedures outlined in our Laboratory Biosafety Manual
-----------	------------------	---

*Note: Federal requirements prohibit the following from possessing or transporting select agents; non-permanent residents from countries on the State Department list of countries that support terrorism, anyone convicted of a crime punishable by imprisonment for a term exceeding one year, fugitives from justice, users of illegal drugs, aliens residing illegally in the US, anyone who has been adjudicated as a mental defective or has been committed to any mental institution, and/or dishonorably discharged from the US Armed Services.