

Attachment H. Storage only

When a project covered under an approved BUA is completed and you have no plans to continue that investigative path you should transfer or destroy and dispose the biohazardous components or products of the work. To transfer biohazardous materials to another user, submit a BUA Amendment form that identifies your transfer destinations and transport methods. ***Biohazardous materials may only be transferred to on-campus users who have current Biological Use Authorizations that allow the possession of the specific biohazardous materials. They may not be transferred to a co-investigator or an “authorized user” on your BUA without prior IBC approval.*** Biohazardous materials may be transferred to other locations but you must first obtain a letter from the director of the receiving facility. The letter must authorize the transfer and acknowledge that the receiving institution will assume permanent ownership of the materials. The IBC will review your transfer plan and you may initiate the transfer upon notification of Committee approval. If you choose instead to inactivate and dispose your biohazardous materials, use the BUA amendment form to notify the Committee.

If you wish to store viable or usable stocks of biohazardous materials from completed experiments in your own laboratory and you do not anticipate using them for planned work, file an amendment to your existing BUA and indicate “storage only.” Attach a list of all biohazardous materials (***including laboratory identification codes***) in storage that were previously approved in your BUA, and indicate the storage conditions and the ***precise*** locations of the stored materials (e.g., freezer shelf number and location on the shelf). To prepare biohazardous materials for storage, label the materials accurately (use general common names such as “lentiviral vector” in addition to laboratory codes), package them securely, identify the Principal Investigator, department, and storage date, and affix the universal biohazard label for Human Risk Group 2 or 3 agents including genetic material and recombinant constructs if appropriate. When the BUA that originally provided for use of those materials expires, you must renew the BUA, check “storage only” on the front page, and obtain all required signatures. Should you decide to resume work with “storage only” biohazardous materials, you must amend your BUA to detail the new work for IBC review. Use the regular BUA form and check “Amendment” if the same project covered in an earlier BUA is to be resumed, or check “New” if it is a new project with your stored materials. This system enables the Biosafety Office to track stored biohazardous materials that may otherwise eventually be forgotten.

Storage of biohazardous materials. Submit a comprehensive list of biohazardous materials to be held in storage by completing the below table.

Recombinant description or infectious agent species and strain	Lab identification codes (how the samples are labeled)	Risk Group (BSL)	BUA under which biohazardous materials were obtained or produced (if applicable)	Storage temperature	Building, Room (e.g., DH 606)	Storage site in room (e.g., -80 freezer #1)	Location in storage unit (e.g., shelf #, box #, and location)	Locked?
<i>P. aeruginosa</i> PA14	LCMC163	2	N/A	-80C	DH703	S Freezer	Shelf 2, LCMC box 1	Yes
<i>arnB</i> in pET28b in <i>E. coli</i> BL21(DE3)	LCMC235	1	03122020A	-80C	DH703	S Freezer	Shelf 2, LCMC box 1	Yes
<i>arnB</i> in pET28b	LCMCVI-203	1	03122020A	-20C	DH707A	Freezer #3	Shelf 1, LCMC box 3	No