

Chapter 3 – ACQUISITION OF BIOHAZARDOUS MATERIALS

This chapter contains general information about MU policies and procedures to acquire biohazardous materials for recombinant or synthetic nucleic acid molecule or Biosafety Level 2 or higher research activities.

3.1 Acquisition Policy

The MU Institutional Biosafety Committee (IBC) must review and approve research protocols and their amendments funded through or conducted in MU facilities (including University Hospital and Clinics) prior to initiating work with recombinant or synthetic nucleic acid molecules or Biosafety Level 2 or 3 research activities. Biosafety Level 4 (BSL-4) work is not permitted within the University of Missouri campus. Principal Investigators and supervisors must complete and submit an annual protocol survey to the IBC for all recombinant or synthetic nucleic acid molecule and Biosafety Level 2 or 3 research activities.

Biohazardous materials for recombinant or synthetic nucleic acid molecules or Biosafety Level 2 or 3 research activities may only be obtained under the authority of a Registered User. There are similar requirements for the acquisition of hazardous materials (see information for MU Registered Users at <http://ehs.missouri.edu/haz/registered-user.html>) and radioactive materials (see the MU Radiation Safety Manual).

Note: Select agents require special registration and tracking under the Center for Disease Control and Prevention (CDC). High consequence livestock pathogen or toxins and plant pathogens require special registration and tracking under the USDA - Animal and Plant Health Inspection Service (APHIS). The USA PATRIOT Act restricts possession and access of personnel to Select Agents, High Consequence Livestock Pathogens and Toxins and Plant Pathogens. A list of these agents is available at: <http://www.selectagent.gov/Select%20Agents%20and%20Toxins%20List.html> .

3.2 Becoming A Registered User

Principal Investigators and supervisors, who are responsible for laboratories, and other locations where biohazardous materials for recombinant or synthetic nucleic acid molecules or Biosafety Level 2 or higher research activities are used, must submit a Registered User Application Form and Institutional Biosafety Committee Application Form to EHS. Both forms and IBC approval are needed prior to purchasing, using, or storing biohazardous materials. Proper completion of these forms provides EHS with information about the Registered User's name, location of work areas, and types of biohazardous materials used or stored at each location. If you have a Registered User number already assigned through the Hazardous Materials Management program, that number should be placed on the Institutional Biosafety Committee Application.

3.3 Acquisition of Biohazardous Materials

This section describes the various methods by which biohazardous materials for recombinant or synthetic nucleic acid molecules or Biosafety Level 2 or higher research activities may be acquired at MU.

3.3.1 Purchases

EHS encourages the campus community to use the Registered User number on all potential biohazardous material purchases. All suppliers of biohazardous materials that require campus safety authorization prior to initiating purchase should be referred to the EHS Biological Safety Professional.

The following list is a brief summary of the various methods of acquiring biohazardous materials:

- **Show Me Shop (SMS):** is the preferred method for purchases made by campus departments. SMS is an online catalog of items from contracted suppliers. SMS suppliers currently include commodities such as scientific products, office products, computers, peripherals, lab supplies, MRO/facilities maintenance supplies, custodial supplies, and books. SMS purchases may be made for any amount.
- **Purchasing Card:** For biohazardous materials not available in Show-Me Shop that are \$5,000 or less, the preferred method of making the purchase is with a university issued purchasing card. Purchases must comply with the University of Missouri Purchasing Card Policy Manual.
- **Purchase Orders:** Purchases that cannot be made in Show-Me Shop, that cannot be processed by using a University purchasing card and that exceed \$5,000 must be submitted using the PeopleSoft requisitioning system.

NOTE: For additional purchasing information contact your department's fiscal staff member.

3.3.2 Gifts/Donations

Gifts/Donations require the completion of a "Advice of Gift Received" form and "Material Transfer Agreement". A gift or donation may consist of multiple containers of biohazardous materials. Do not accept gifts of biohazardous materials unless you have a use and IBC authorization for them. The donor must provide sufficient information about the donated materials to assess hazards and determine proper disposal method. Proprietary materials do not need to be specifically identified as long as hazards can be assessed and the donor provides sufficient information in regard to disposal of the used material once MU research is completed.

Note: If you are shipping chemical, biological, or other potentially hazardous material, please see the EHS Hazardous Material Services webpage, Hazardous Shipping/Transportation. You may be required to contact EHS for approval of your shipment by Business Policy and Procedure 7:040.

- For each gift or donation of biohazardous materials, the "Advice of Gift Received" UMUW Form 9 (Jun 95) must be forwarded to the Development Office (Development and Alumni Relations) no later than 24 hours after receipt.
- A Material Transfer Agreement (MTA) is a contract required to transfer or receive materials from an outside entity. The MTA defines the rights of the provider and the recipient with respect to the materials and any derivatives. Biological materials, such as reagents, cell lines, plasmids, and vectors, are the most frequently transferred materials.

Office of Technology Management and Industry Relations (OTMIR) is responsible for the negotiation and completion of these documents. Only authorized university administrators can execute these agreements. We request all principal investigators to complete and submit the MTA Request Form to OTMIR. This form provides the information required to draft the MTA.

3.4 Biohazardous Material Exemptions

Biological materials that do not need to be procured under the authority of a Registered User are Biosafety Level 1 research activities involving RG-1 classified agents with propagation of less than 10 liters in volume. Examples of such materials are:

- Biosafety Level 1 research activities (except recombinant and synthetic nucleic acid molecule research) as defined in the *NIH Guidelines* and *Biosafety in Microbiological and Biomedical Laboratories (BMBL)* (5th Edition).

- Diagnostic and reference samples (Review required for select agents & toxins and BSL-2 and higher activities).
- Students in vitro laboratory training (non-research) that involve RG-1 classified agents (including recombinant or synthetic nucleic acid molecule laboratory training) and BSL-1 containment only. Note: Work with any RG-2 or higher classified agents need to be reviewed by EHS.

* recombinant and synthetic nucleic acid molecule experiments conducted by students as part of a larger research project or grant and/or collecting data for possible publication must be approved by the IBC prior to work.

Although these biohazardous (biological) materials are exempted from the MU biohazardous materials purchasing policy, they must be properly stored, handled, and disposed. When exempt biohazardous (biological) materials become unwanted, the material must be properly decontaminated, inactivated or disposed of as biohazardous Unwanted Materials through EHS.

EHS discourages unnecessary stockpiling of biohazardous materials procured under the exemption.