

Instructions for Chain of Custody Form for Shipping Select Agents or Toxins (SATs)

Inter-institutional SAT transfers must be conducted in accordance with the Oklahoma State University (OSU) Biosecurity Plan. **All personnel involved in shipping SATs must be Security Risk Assessment (SRA) approved. Additional Personnel Suitability Assessment approval is required for Tier 1 SATs.**

Form Completion Instructions:

1. For HHS SATs, USDA Veterinary Services SATs, & overlap SATs

- The Biosafety Officer (BSO) or another OSU ARO will insert the Package Tracking/Shipping Number information into the form before sending the form to the OSU SAT PI.
- Field 1 – The OSU SAT PI or his/her designee must insert the date and time that the agent to be shipped is removed from the select agent inventory, then print his/her name and sign as verification.
- Field 2 – The BSO or another OSU ARO must witness the sealing of the outer secondary container, insert the time and date of the activity, then print his/her name and sign as verification.
- Field 3 – The OSU SAT PI or his/her designee must insert the date and time that the SAT is packaged, then print his/her name and sign as verification.
- Field 4 – This field not required for shipping of HHS/USDA VS/overlap SATs via courier.
- Field 5 – This field not required for shipping of HHS/USDA VS/overlap SATs via courier.
- Field 6 – The OSU SAT PI or his/her designee must insert the date and time that the package is tendered to the commercial courier.
- Field 7 – The commercial courier must insert the date and time that the package is accepted, then print his/her name and sign as verification.
- The OSU SAT PI or his/her designee must return the completed form to the Biosafety Office immediately once the shipment is tendered to the courier.

2. For USDA Plant Protection and Quarantine SATs

- Field 1 – The OSU SAT PI or his/her designee must insert the date and time that the agent to be shipped is removed from the select agent inventory, then print his/her name and sign as verification.
- Field 2 – The BSO or another OSU ARO must witness the sealing of the outer secondary container, insert the time and date of the activity, then print his/her name and sign as verification.
- Field 3 – The OSU SAT PI or his/her designee must insert the date and time that the SAT is packaged, then print his/her name and sign as verification.
- Field 4 – Once the shipment is properly packaged, SRA approved University Mailing Services (UMS) personnel will take possession of the SAT package from the researcher. He/she must insert the date and time of this transfer, then print his/her name and sign as verification.
- Field 5 – The UMS employee will appropriately mark/label the SAT package and generate any other required documentation. He/she must insert the date and time that this process is completed, then print his/her name and sign as verification.
 - The UMS employee must also insert the Package Tracking/Shipping information into the form.
- Field 6 – The UMS employee will personally deliver the package to the carrier. He/she must insert the date and time of the transfer, then print his/her name and sign as verification.
- Field 7 – The carrier/transporter must also insert the date and time of this transfer, then print his/her name and sign as verification.
- The UMS employee will then immediately return the completed form to the Biosafety Office.

Adopted: 3/10/09

Modified: 8/30/2022