

1 **Biological Materials Storage and Inventory**

2 Effective: August 31, 2007

3 Reviewed: April 2018

4 Contact: **Environmental Health and Safety (EH&S)**

5 **Introduction**

6 Biological materials are any biological or biologically derived material or, any material which, either
7 by accident or design, contains biological agents. Examples include bacteria, viruses, micro-
8 organisms, genetically modified organisms / micro-organisms, toxins of biological origin, seeds,
9 fungi, antibodies, and plasmids.

10 Federal regulations, along with public concern over security of biohazardous materials, make it
11 necessary for the university to maintain an up-to-date inventory of biological materials. This
12 biological inventory will serve as a confidential, offsite record to help select university personnel
13 (e.g., Department of Public Safety, first responders) determine the risks that are present in research
14 labs on campus in case of an emergency or accident. The inventory will also enable ISU
15 Environmental Health and Safety to ensure university-wide compliance with the following federal
16 regulations and guidelines:

- 17 • Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard (29
18 CFR 1910, 1030)
- 19 • NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules (NIH
20 Guidelines; see Resources below)
- 21 • CDC's Biosafety in Microbiological and Biomedical Laboratories (BMBL)
- 22 • US Patriot Act and the Public Health Security and Bioterrorism Preparedness Response Act of
23 2002 (Public Law 107-188)
- 24 • Department of Health and Human Services (HHS) 42 CFR Part 73 (the "Select Agent Rule")
- 25 • United States Department of Agriculture's (USDA) Animal and Plant Health Inspection Service
26 (APHIS)

27 **Policy Statement**

28 All laboratories, or any other area, where biological materials are used or stored are required to have
29 a biological inventory on file with Environmental Health and Safety. Biological inventories must
30 include all biological materials used or stored and must be updated at least annually.

31 As part of storage and inventory requirements, documented training on storage and security must be
32 maintained. Security procedures must address the controlled access to biological inventories
33 (authorized and designated employees only).

34 **Resources**

35 **Links**

- 36 • [Select Agents and Toxins \(42 CFR Part 73\)](#)
- 37 • [NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules](#)
- 38 [\(NIH Guidelines\)](#)
- 39 • [CDC Biosafety in Microbiological and Biomedical Laboratories \(BMBL\) 5th Edition](#)
- 40 • [OSHA Bloodborne Pathogens and Needle Stick Prevention](#)
- 41 • [Public Health Security and Bioterrorism Preparedness and Response Act of 2002](#)
- 42 • [Biological Materials Storage and Inventory \[Policy in PDF with line numbers\]](#)

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