

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

Additional guidance on shipping (Inter-Institutional Transfers) is available via the Office of University Research Compliance (URC) Website at <http://compliance.okstate.edu/ibc/shipping-and-receiving>. **All personnel involved in shipping SATs must be Security Risk Assessment (SRA) cleared.**

The step-by-step procedure follows.

- All inter-institutional SAT transfers must be authorized by the CDC prior to transfer. Therefore, the SAT must remain in the possession of the Select Agent PI until the transfer has been approved by the CDC and the recipient institution's Responsible Official (RO).
- The following information must be provided to an ARO, who will share it with UMS personnel:
 - the name of the entity to whom we are sending the SAT package;
 - the name of the person to whom the SAT package will be addressed, usually this is the institution's Responsible Official (RO);
 - the name of the designated recipient, if different from the person to whom the SAT package will be addressed;
 - the delivery address/location where the SAT package is to be delivered; and
 - the date the SAT package is to be delivered.
- The researcher who wishes to ship the SAT package, or his/her designee, must enter information about the SAT transfer into his/her inventory tracking system and on the Chain of Custody Form.
- University Mailing Services personnel will assist the researcher in packing the shipment and will witness the sealing of the outer, secondary container housing the SAT. The individual who served as the witness must enter information on the Chain of Custody Form.
- Once properly packaged for shipment by the researcher or his/her designee, UMS personnel will take possession of the SAT package from the researcher. This must be documented on the Chain of Custody Form
- UMS personnel will appropriately mark and label the SAT package. In addition, UMS personnel will generate the Shipper Declaration per 49 CFR and create the carrier's/transporter's label. This must be documented on the Chain of Custody Form
- If a discrepancy is noted, the individual must explain the discrepancy in a separate document that must be attached to the Oklahoma State University Chain of Custody Form for Shipping Select Agents or Toxins. The SAT package must not be released to a courier/transporter until it is deemed ready for shipment, in accordance with pertinent regulations.
- The UMS employee will immediately inform another UMS employee that he/she is transporting a package to the carrier. Transporting UMS employee will print and sign

name with time of departure and date. Transporting employee will then drive directly to carrier's local station. Upon arrival, transporting UMS employee will call second UMS employee to confirm safe arrival.

- Receiving carrier employee documents the transfer on the Chain of Custody Form. UMS employee will return the chain of custody form immediately upon return to campus to the Office of University Research Compliance.