

## Instructions for Chain of Custody Form for Receiving 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 courier will deliver the shipment directly to the SRA approved (PSA cleared for Tier 1 SATs) recipient or the BSO. He/she must Insert the date and time of the delivery, then print his/her name and sign as verification.
- Field 2 – This field not required for receiving HHS/USDA VS/overlap SATs via courier.
- Field 3 – This field not required for receiving HHS/USDA VS/overlap SATs via courier.
- Field 4 – The OSU employee who accepts the package must insert the date and time of the delivery, then print his/her name and sign as verification.
- Field 5 – The OSU employee who unpacks the shipment must insert the date and time that the unpacking process is completed, then print his/her name and sign as verification.
- Field 6 – The OSU employee who unpacks the shipment will enter the received materials into the long-term SAT inventory unless they are to be used up within 60 days. The individual must insert the date and time that the inventory is updated, then print his/her name and sign as verification.
- The completed chain of custody form must then be immediately returned to the Biosafety Office.

#### 2. For USDA Plant Protection and Quarantine SATs

- The BSO or another OSU ARO will insert the Package Tracking/Shipping Number information into the before sending the form to the SRA approved University Mailing Services (UMS) employee.
- Field 1 – The shipping carrier will deliver the package to the UMS employee at the central UMS facility. The UMS employee will have the driver insert the date and time of delivery, then print his/her name and sign as verification.
- Field 2 – The UMS employee will also insert the time and date that the package is received, then print his/her name and sign as verification. He/She will also note any packaging, labeling, or shipping issues on the form.
- Field 3 – The UMS employee will immediately deliver the package to the OSU SAT PI or his/her designee. The UMS employee will insert the date and time that the package is transferred to the recipient, then print his/her name and sign as verification.
- Field 4 – The OSU employee who accepts the package must insert the date and time of the delivery, then print his/her name and sign as verification.
- Field 5 – The OSU employee who unpacks the shipment must insert the date and time that the unpacking process is completed, then print his/her name and sign as verification.
- Field 6 – The OSU employee who unpacks the shipment will enter the received materials into the long-term SAT inventory unless they are to be used up within 60 days. The individual must insert the date and time that the inventory is updated, then print his/her name and sign as verification.
- The completed chain of custody form must then be immediately returned to the Biosafety Office.