

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

Additional guidance on receiving (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 receiving SATs must be Security Risk Assessment (SRA) cleared.**

The step-by-step procedure follows.

- University Research Compliance (URC) personnel will notify University Mailing Services (UMS) personnel of the date the SAT package will be shipped and the date the SAT package is expected to be delivered. (Note: the shipment should be coordinated to arrive Tuesday – Thursday). URC's notification will include:
  - the package tracking/shipping number,
  - the name of the entity sending the SAT package to us,
  - the name of the company making the delivery (e.g. FedEx, DHL, UPS, etc.),
  - the name of the OSU person to whom the SAT package will be addressed,
  - the name of the designated OSU recipient, and
  - the campus delivery address/location where UMS personnel will need to deliver the package to the researcher who will actually use the SAT material.
- Once this notification is received by UMS personnel, the package tracking/shipping number and courier/transporter name will be added to the Oklahoma State University Chain of Custody Form for Receiving Select Agents or Toxins (see top section of the form).
- UMS personnel will maintain possession of the Oklahoma State University Chain of Custody Form for Receiving Select Agents or Toxins while awaiting delivery of the SAT package.
- Once the SAT package is delivered, items 1-6 on the Chain of Custody Form for Receiving SATs must be filled out accordingly.
- If a discrepancy with the package is noted, the UMS employee must explain the discrepancy in a separate document that must be attached to the Oklahoma State University Chain of Custody Form for Receiving Select Agents or Toxins.
- The Oklahoma State University Chain of Custody Form for Receiving Select Agents or Toxins must remain with the SAT package and the person to whom the UMS employee delivered the SAT package.
- If there is any damage to the inside of the package or to the shipped material, the researcher who unpacks the package must explain the damage in a separate document that must be attached to the Oklahoma State University Chain of Custody Form for Receiving Select Agents or Toxins.
- The researcher who takes delivery of the package, or his/her cleared designee, must then deliver (face-to-face) the completed Oklahoma State University Chain of Custody Form for Receiving Select Agents or Toxins to an employee with the Office of University Research Compliance (URC), 223 Scott Hall. The form must not be mailed via campus mail, scanned and e-mailed, or delivered to URC by any means other than hand delivery. The form should be delivered to an ARO, or to another URC employee if he/she is not available, on the same day the SAT package is delivered to the designated recipient (the researcher).

- The notes section (see bottom of the form) is provided for UMS personnel to explain when one UMS employee signs for the SAT package but another UMS employee delivers the SAT package. The date and time of the “handoff” must be included in the notes section.
- Once an ARO receives the completed Oklahoma State University Chain of Custody Form for Receiving Select Agents or Toxins, he/she will complete CDC/APHIS Form 2 and notify the CDC and the entity that shipped the SAT package to OSU that the package arrived.