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.