

## Biological Materials Inventory

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Inventory Date: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_ Email: \_\_\_\_\_

**1. Place a check beside each type of biological material used or stored in areas under your control.**

- |   |                                     |  |                                    |  |
|---|-------------------------------------|--|------------------------------------|--|
| <input type="checkbox"/> Bacteria   | <input type="checkbox"/> Viruses    | <input type="checkbox"/> Fungi             | <input type="checkbox"/> Parasites | <input type="checkbox"/> Experimental animals or tissues           |
| <input type="checkbox"/> Rickettsiae  | <input type="checkbox"/> Chlamydiae | <input type="checkbox"/> Biological toxins | <input type="checkbox"/> Prions    | <input type="checkbox"/> Wild-caught animals or tissues            |
| <input type="checkbox"/> Human cells or cell lines (including <i>established</i> cell lines)                        |                                     |  |                                    | <input type="checkbox"/> Cells or cell lines of non-human primates |
| <input type="checkbox"/> Human blood, (unfixed) human tissues, body fluids or other potentially infectious material |                                     |  |                                    | <input type="checkbox"/> Other cell/tissue culture (e.g., plant)   |
| <input type="checkbox"/> Recombinant DNA or recombinant products ( <i>also complete section 3</i> )                 |                                     |  |                                    | <input type="checkbox"/> Other biological materials                |
| <input type="checkbox"/> <b>NO materials of biological origin used or stored (<i>stop here and sign below</i>)</b>  |                                     |  |                                    |  |

**2. Describe and classify biological materials (listing genus and species where appropriate).**

Biological Material	Viable?	Pathogen?			Drug Resistant?	BSL	Storage or Use Locations
		human	animal	plant			

**3. Describe and classify recombinant materials (listing genus, species, and parent strains where appropriate).**

Source of DNA/RNA sequence	Nature of inserted sequence	Host strains	Vector strains	Expression of foreign gene?

I hereby certify that the information supplied on this form is to the best of my knowledge accurate and truthful. I understand that a false statement on any part of this form could result in a fine up to \$500,000 or imprisonment for up to five years, or both.

Completed by: \_\_\_\_\_

PI signature: \_\_\_\_\_

# Instructions

## WHAT TO REPORT

Include in the inventory any materials of biological origin, *including toxins*, that are used or stored in one of your labs or other areas under your control.

Simply place a check mark beside each category of biological material that is present in one of your areas. If **NO** materials of biological origin are used or stored in any of your areas store then please check that box.

## HOW TO REPORT

All materials of biological origin should be fully described in Section 2; recombinant materials are described in Section 3. Use additional sheets as needed.

The following guidance is provided to assist you in fully describing these materials and completing this form:

### Biological Material

Describe the biological material as fully as possible while still being succinct (e.g., human pleural fluid). Be sure to include genus and species where appropriate.

Descriptions of cell lines should include tissue source and type (e.g., mouse hybridoma; human HELA cells); you need not identify from where the biological materials were obtained. Primary cell lines should be identified as such.

### Viable

Place a check in this column if the material is viable.

### Pathogen

Indicate if the material is an animal, human or plant pathogen by placing a check mark in the appropriate column.

### Drug Resistant

If the microorganism is drug resistant, place a check mark in this column.

### BSL

Indicate the appropriate Biosafety Level (or Animal Biosafety Level) for work with this material. Consult the Biosafety Manual or EH&S for assistance in determining the appropriate BSL.

### Storage or Use Locations

List the building and room number where the biological material is used or stored. Specific storage locations may also be indicated (such as "-4C freezer").

## REPORTING RECOMBINANT MATERIALS

Recombinant DNA (rDNA) molecules are molecules that are either constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell, or molecules that result from the replication of such.

All recombinant products are to be identified in section 3 using the following:

### Source of DNA/RNA Sequence

List, using genus and species, the original source of the DNA or RNA sequence and/or parent strains.

### Nature of Inserted Sequence

Describe the function of the inserted sequence.

### Host Strains

Identify the host strain, if used, by genus and species.

### Vector Strains

Identify vector strains, if used, by genus and species.

### Expression of Foreign Gene

Place a check in this column if the recombinant organism / molecule will be expressing a foreign gene.