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## 2.2 Biosafety Officer (BSO)

- Managing purchase requests of S

**Permissible (Exempt) Quantities of Select Agent Toxins**

<b>HHS Toxins</b>	<b>Maximum Amount</b>
Abrin	1000 mg
Botulinum neurotoxins	

## 4.2 Purchasing Select Agent Toxins

- Select Agent Toxins shall be ordered through the BSO using the MBL Purchase Order (PO) Form (hard copy).
- The BSO will review the PO and verify that: (a) requisition is properly authorized, and (b) order will not unintentionally exceed permissible amount, leading to violation of Federal Select Agent Toxin regulations.
- The BSO will place the order, which will be shipped to MBL Shipping & Receiving Department and delivered to Lillie Room 203.
- Upon receiving the order, the BSO will verify the order against the original PO.
- The BSO will deliver the order to the Responsible Researcher or Authorized User, who will sign a delivery note acknowledging receipt of the order.
- Upon receipt, the Responsible Researcher or Authorized User shall immediately verify the quantity received, log the amount of new stock material into the lab's inventory and lock up the stock materials in the Select Agent

- Provided one layer of physical security (e.g., toxin secured within a locked freezer or secured within a permanently fixed lockbox).
- Select Agent Toxins must be only used by laboratory personnel approved by the Responsible Researcher. Before becoming an Authorized User, the Responsible Researcher must ensure that each person has received training and has been added to the appropriate IBC protocol.
- The laboratory must keep track of who uses the stock (and who has access to the freezer), recording each use in the **Select Agent Inventory Record** form.

## 4.5

- Safe handling and storage.
- Proper decontamination and disposal.
- Emergency spill response.
- Administrative requirements (recordkeeping, inventory maintenance, security).

The lab-specific training should be documented within the department and records kept for at least three years.

## **6 INACTIVATION OF SELECT AGENT TOXINS**

Principal Investigators shall only dispose of Select Agent Toxins using approved inactivation methods as described in **Inactivation of Select Agents** (see appendix).

- All generated Select Agent Toxin liquid waste shall be segregated as follows: 71 0 Td004 Tc -0.002 Tw 5.94



Records of self-inspections must be maintained by the department for at least three years after the last date of Select Toxin use, possession, or disposal.

## **7.2 Laboratory Safety Audit**

The BSO will conduct annual audit of each lab with Select Agent Toxins. The inspection will include:

- Review of Authorized Users list to verify authorized access to toxins.
- Verification of appropriate labeling, storage, secondary containment, and security measures.
- Comparison of physical inventory with what is accounted for in the records.
- A copy of the current recorded inventory signed and dated by the Responsible Researcher, will be collected at the time of the audit.

## **8 TRANSFER OF SELECT AGENT TOXINS**

Responsible Researcher shall not authorize purchase of Select Agent Toxins for stock piling, distribution, transfer or sharing. They should acquire Select Agent Toxins ONLY through the Biosafety Officer, use all of the toxins under their custody, and maintain current and accurate inventory.

## **9 SUSPECTED THEFT, LOSS OR RELEASE**

Upon discovery of the theft or loss of Select Agent Toxins, laboratory personnel must immediately notify the Responsible Researcher and BSO/IBC. The BSO/IBC shall notify appropriate regulatory agents. Thefts or losses of Select Agent Toxins must be reported even if the toxin is subsequently recovered or the responsible parties are identified.

## **10 RECORDKEEPING**

The following records shall be maintained at the laboratory's location:

- Copies of each toxin purchase order.
- Select Agent Inventory Record.







**OCCUPATIONAL HEALTH INFORMATION (*describe available and/or***



<b>LIST ANY OTHER DEFICIENCIES FOUND</b>
<b>LIST CORRECTIVE ACTIONS</b>

**Responsible Researcher (Name):** \_\_\_\_\_

**Responsible Researcher (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Biosafety Officer (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

