

# How to Complete the Biological Materials Inventory Form

## Reporting requirements:

Please include all materials of biological origin, including toxins that are produced, used or stored in your labs or other areas under your control. Note that some additional actions may be necessary depending on the materials indicated. See the registration page for details: <https://www.cmu.edu/ehs/Laboratory-Safety/biological-safety/biological-materials-inventory.html>

## How to Fill Out This Form:

Fill out the PI contact and room location as thoroughly as possible. Indicate all types of biological materials you have in your possession in Section 1. All biological materials should be fully described in Section 2 of this form.

Experiments involving recombinant/synthetic nucleic acids need to be registered with the university's Institutional Biosafety Committee (IBC). Please see the IBC's webpage (<https://www.cmu.edu/ehs/Laboratory-Safety/biological-safety/institutional-biosafety-committee.html>) to determine what additional documentation is necessary for those types of materials.

*\*NOTE: If any **biological toxins are or have the potential to be produced** in your lab, please check the "Biological Toxins" box in Section 1, and describe the toxin in Section 2. \**

## Guidance for Section 1:

As this is a Macro-enabled form, please allow Macros in Excel. This is necessary to be able to check the boxes in this section. To enable Macros, click on "Macro Security" under the Developer Tab, and click "Enable all macros". If you do not have the Developer tab, you can add it to your Ribbon by clicking the "File" tab>Options>Customize Ribbon> and add the Developer tab to your main Ribbon.

With Macros enabled, place a checkmark in the boxes beside all applicable categories. If no biomaterials are used or stored in any of your areas, then please check the appropriate box.

*\*NOTE: Persons using a Macintosh computer may be unable to complete this part of the form. In that scenario, please ensure that Section 2 contains enough detail to adequately convey the hazards in this section.*

## Guidance for Section 2:

Please describe the biological material as fully as possible. Include genus and species where appropriate.

If you have multiple strains used or stored in your labs or other areas under your control, you *DO NOT* need to list all strains of the material if they are of **equal pathogenicity**. For example, multiple strains of E. coli K-12 do not need to be individually listed, just indicate E. coli.

When describing cell lines, please include tissue source and type (e.g., human HELA cells, Human embryonic kidney cells), and identify any primary cell lines.

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Supplementary information:

- *Locations(s) Used or Stored:* List the building(s) and room number(s) where the biological material is used or stored. Where appropriate, specific storage locations may also be indicated (i.e. -80 freezer).
- *Quantity is/will be >10 L:* Please indicate if culture quantities are predicted to reach over 10 L. (This helps to determine your containment level status.)
- *Pathogen:* If the biomaterial is a human, animal, or plant pathogen (bacteria, virus, toxin, parasite, etc.), please indicate which type by checking the box in the appropriate column. Otherwise check “N/A.”
- *Drug Resistance:* Indicate if drug resistance has the potential to increase pathogenicity by checking “Yes,” “No” or “N/A.”