

Instructions

Chain of Custody Form for Transport of SATs between Labs/Facilities

All personnel involved in the transport of SATs must be Security Risk Assessment (SRA) cleared. The packaged SAT must remain under the observation of a SRA cleared individual until it reaches its destination.

The step-by-step procedure follows.

- When the SAT is ready to be transported, it must be removed from the originating lab's inventory. The principal investigator, originating lab, and information about the agent to be moved must be entered in item #1.
- The SAT must be packaged for transport. The sealed primary receptacle(s) must be decontaminated and placed inside of a leak-proof secondary receptacle containing absorbent material. The individual who packages the SAT must be entered in item #2.
- The individual who transports the packaged SAT must be entered in item #3 along with the time that transport began.
- The time that the SAT reaches the destination lab/facility must be entered in item #4.
- A copy of the completed form must be sent to the Biosafety Office once the transfer is complete.

*Note: This form is not required if the SAT was previously treated by an effective method to destroy the SAT (e.g., autoclaving, chemical treatment, etc.).