TO: Investigators, Clinicians, Faculty, and Lab Directors
FROM: Darren Treml, Biological Safety Officer
Ken Kretchman, Director, Environmental Health & Safety
SUBJECT: Action required—affirm you have an up to date biological material inventory and registration of biological material with EH&S.
DATE: September 30, 2014

Dear Colleagues,

You are receiving this email because you have a Safety Plan on file with Environmental Health and Safety.

As you may already know, recent biosafety related incidents have occurred in the US Public Sector that have triggered a federal government "Safety Stand-Down". Because of these incidents, the National Institutes of Health (NIH) and other agencies within the Department of Health and Human Services have declared September as National Biosafety Stewardship Month. These events are important for investigators to understand because they are being used to justify more stringent regulations and oversight across both the public and private sectors.

Actions you need to take:

- **Register with NC State's Institutional Biosafety Committee** your use and storage of the following materials:
  - Recombinant or synthetic nucleic acid molecules regardless if it is exempt from the NIH Guidelines;
  - Human and other primate-derived substances;
  - Organisms or viruses infectious to humans, animals, or plants including Select Agents or Toxins or biological materials that may contain these microorganisms;
  - Biologically active agents (e.g., toxin, venoms) that may cause disease in humans, harm to agriculture, or cause significant impact if released to the environment; and
  - Arthropods of public health concern.

- **Label all cold storage units holding biological materials with the name and contact number of the Principal Investigator or department designee.**

- **Notify EH&S at 515-6858 immediately if you identify any select agents or toxins** that have not been previously registered.

- **Properly decontaminate and dispose of unwanted materials according to the NC State Laboratory Biosafety Manual.**

- **Maintain an accurate inventory** of all agents and toxins in the research, clinical, and/or teaching laboratory.

- **Register any agents found that are not currently listed on your IBC approved Biological Use Authorization (BUA) form.**
We can't change the adverse biosafety events that have played out over the past few months, but we can learn from them and take action to make NC State University's safety programs reasonable and stronger.

Links associated with this notice:

Registration form and instructions: Biological Use Authorization

NC State University Institutional Biosafety Committee (IBC)

NC State Laboratory Biosafety Manual

Sample Biological Inventory Form

CDC and USDA Select Agents and Toxins list

Federal Biosafety Stand Down White House memo: "Enhancing Biosafety and Biosecurity in the United States"

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ASM statement entitled "What is in your Laboratory Freezer?"

For questions regarding this notice, please contact Darren Treml, Biological Safety Officer, Environmental Health and Safety, dftreml@ncsu.edu, (919) 515-6858.