**Transfer of Infectious Agents[[1]](#footnote-1) from OSU Veterinary Diagnostic Laboratory to Researchers**

**Policy Statement (from the OSU Institutional Biosafety Committee Policy and Procedures)**

All research activities involving pathogenic microorganisms of animals, humans or plants must be registered and approved by the Institutional Biosafety Committee (IBC). The IBC will review projects, set appropriate containment levels, and establish other safety requirements or recommendations.

**Procedures**

To ensure that all use of infectious agents has been appropriately reviewed by the IBC, infectious agents of animals isolated by the OSU Veterinary Diagnostic Laboratory may not be transferred to research or testing laboratories affiliated with OSU until such transfers have been reviewed and approved by the institutional Biological Safety Officer (BSO). The BSO will check to ensure that an active IBC protocol or amendment is in place and that the facilities are appropriate to the handling and use of the agents prior to transfer. Approval for transfer will be documented.

OSU Investigators wishing to obtain clinical isolates of infectious agents from the OSU Veterinary Diagnostic Laboratory must complete a ***Request to Transfer*** form and submit this form along with any supporting documentation to the BSO. One form may be used for more than one agent to be transferred simultaneously, but separate transfers done at different times will require separate forms. The BSO will review the form and cross-check IBC records, and if an active IBC registration covering the use of the requested agent is in place, approve the transfer. Approval to transfer will be communicated by the BSO to the appropriate section of the Veterinary Diagnostic Laboratory and to the principal investigator submitting the request. The transfer can take place once these steps have been completed and documented.

If an active IBC registration is not in place, the BSO will notify the principal investigator (and Veterinary Diagnostic Laboratory section) that the principal investigator will need a new registration or an amendment. The principle investigator may not obtain an infectious agent isolate or other specimen reasonably expected to contain the infectious agent from the Veterinary Diagnostic Laboratory until the amendment review and approval process has been completed and notice received of the approval from the BSO. Review and approval can usually be completed at or shortly after the next scheduled meeting of the IBC, which occurs monthly. For bacterial agents that are potential zoonotic agents of human disease, the IBC requires that antibiotic resistance / susceptibility be determined so that infections can promptly be treated if they occur; testing or arranging for testing is the responsibility of the principal investigator and may be done before or after the transfer occurs.

Transfers must be done with a minimum of two layers of physical containment, to be supplied by the Principal Investigator. The outermost layer must be hard-sided and leak proof with a lid and have the universal biohazard symbol displayed. The VDL may refuse transfer of agents if the containment provided by the investigator is deemed unsuitable.

**Request to Transfer**

This form is to be used to request the transfer of infectious agents of humans or animals or specimens known to contain infectious agents from the OSU Veterinary Diagnostic Laboratory to an OSU Principal Investigator or to any OSU laboratory or facility, as defined in the OSU Institutional Biosafety Committee Policy and Procedure Manual available [here](http://oregonstate.edu/ehs/bio/institutional-committee). The Principal Investigator completes this form and submits it electronically to [ibc@oregonstate.edu](mailto:ibc@oregonstate.edu)

**Principal Investigator Information**

Name:       Office Address and Phone:

Department:

OSU Laboratory where Agents will be Stored or Used:

Laboratory Biosafety Level:

Agent(s) Requested from VDL:

VDL Section and Contact:

IBC Protocol Number (if agent requested has been approved IBC):

**Biological Safety Officer Information**

IBC Protocol Number:       Expiration Date:

Date of most recent Lab Assessment:

Approved by BSO for Transfer to the PI listed above

Additional Conditions:

Date:

Signature of Biological Safety Officer

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1. This procedure is intended for transfer of human or animal infectious agents that are not select agents. For transfers of select agents, contact the Responsible Official. [↑](#footnote-ref-1)