

Section 16 Transfers

1. No person at the University of Kentucky may ship or receive, or transport in any manner, a select agent or toxin without prior written permission from the Responsible Official and the CDC or APHIS.
2. A Principal Investigator wishing to ship or receive, or transport in any manner, a select agent or toxin must request in writing permission from the Responsible Official.

The Principal Investigator is responsible for providing all information requested in APHIS/CDC Form 2.

3. Packages containing select agents or toxins must be shipped by and received by the Responsible Official.

The Responsible Official must execute a Chain of Custody form for packages shipped or received. Copies of the Chain of Custody form must be retained by the Responsible Official and the Principal Investigator for a minimum of three years.

4. Shipping packages:

The Principal Investigator must prepare packages for shipping and is responsible for complying with all applicable laws concerning packaging, labeling and shipping.

The Responsible Official must visually inspect packages and offer packages for shipment.

5. Receiving packages:

Packages received must be visually inspected by the Responsible Official, delivered to the Principal Investigator, and opened in an approved area in a biosafety cabinet.

The Responsible Official must provide a completed paper copy or facsimile transmission of CDC Form 2 to the sender and to the HHS Secretary within 2 business days of receipt of the select agent or toxin.

The Responsible Official must immediately report to the HHS Secretary if the select agent or toxin has not been received within 48 hours after the expected delivery time, or if the package received containing select agents or toxins has been leaking or was otherwise damaged.

An authorization for a transfer shall be valid only for 30 calendar days after issuance, unless authorization becomes void when any facts supporting the authorization change.

6. Intra-University transfers:

A select agent or toxin may not be transferred (a) from one Principle Investigator to another person at the University of Kentucky or (b) from an approved area (i.e., a room approved for storage and use by the CDC) to any other area at the University of Kentucky without prior written permission from the Responsible Official.

The Principal Investigator is responsible for making a written request to the Responsible Official for an intra-University transfer.

The Responsible Official must execute a Chain of Custody form for all intra-University transfers. Copies of the Chain of Custody form must be retained by the Responsible Official and the Principal Investigator. These records will be retained for a minimum of three years.