

Biological Material Inventory Form

University of Alabama
Biological Safety Program
Phone: 205-348-5941
Email: bso@ua.edu

Instructions:

- Please enter your responses into the spaces provided.
- Use Adobe “Fill and Sign” Feature.
- Keep a copy of the final inventory for your records.
- Submit the completed inventory to EHS Biosafety at bso@ua.edu.

Principal Investigator (PI) or Faculty Information:

PI:		Email:	
Department:		Office Location:	
Phone #:		Lab Location:	
Completion Date:		Emergency #:	

Check all categories of materials used relative to this inventory (select more than one if applicable):

- Human-derived materials or tissues (e.g., cells, fluids, blood)
- Recombinant DNA/RNA
- Synthetic nucleic acids (e.g., Oligos, synthesized gene sequences)
- Non-pathogenic organisms (e.g., *E. coli* K12)
- Pathogenic organisms (e.g., *S. aureus* *MRSA*)
- Environmental Samples (e.g., soil, sediment, wastewater)
- Microbial Toxins or Select Agents
- Insects or Plants
- Animal materials (e.g., cells, fluids, blood)

I. Laboratory Personnel: Please list all current personnel, including PI, students, and staff.

Name	Email	CWID

II. Location(s):

Building & Room	Biosafety level for each room	Is this a shared room?

* Biosafety Level (BSL) Condensed Descriptions:

Biosafety Level 1 (BSL1) - Suitable for work generally involving Risk Group 1 (RG1) agents of minimal potential hazard to laboratory personnel and environment – standard microbiological practices employed.

Biosafety Level 2 (BSL2) - Suitable for work generally involving Risk Group 2 (RG2) agents which are those of moderate potential hazard to laboratory personnel and environment (i.e., human-derived cells or cell lines, tissues, specimens, viral, bacterial, fungal, non-human primate materials). Standard microbiological practices plus BSL2 practices employed (BMBL 6th edition).

Section III Instructions:

1. **List biological agents or materials used in your laboratory.** Include any of the following, if applicable:

- Bacteria
- Viruses
- Cultured human cell lines or organoids
- Clinical specimens (e.g., blood, bodily fluids, tissues, biopsies)
- Animal specimens (e.g., blood, bodily fluids, tissues, biopsies)
- Environmental specimens (list type and if US or Internationally acquired)
- Toxins of biological origin
- Prions or prion-like materials
- Yeast, fungi, parasites, etc.

2. **When listing each biological agent or material:**

- a. Write the full, complete name of the organism or material (e.g., *Escherichia coli* (K-12), Methicillin-Resistant *Staphylococcus aureus*).
- b. Do not use abbreviations.
- c. For cell or tissue culture lines, list the cell line designation.

3. **For clinical samples:**

- If samples are de-identified, provide the source facility and date obtained.

Example: **Human: serum – MD Anderson Cancer Center – 12-1-2020**

4. **For purchased materials:**

- Include the catalog number, when available (e.g., items from ATCC or other vendors).

5. If the source of a material cannot be determined – for example, if labels have been lost, damaged, or incomplete – the sample must be disposed of in accordance with UA biological waste disposal protocols. This ensures safe and compliant handling of unknown or potentially hazardous materials.

III. Biological Materials: Lines 1 & 2 are examples only; begin your entries on Line #3.

Material(s) / Agent(s)	Category See #1 above	Source of materials (Vendor/supplier name & catalog number)
E. coli bacteriophage T3	Virus: Bacteriophage	ATCC #11303-B3
Clinical: Hu epithelial cells containing HPV	Human tumor biopsy	MD Anderson Cancer Center. Dec 1, 2020

Signature: _____

Date: _____