

<b>Johns Hopkins Safety Manual</b>	Policy Number	<b>HSE 504</b>
Subject:	Last Review Date	09/28/11
<b>Registry of Biohazardous Agents and Materials</b>	Page	1 of 2

POLICY

It is the policy of Johns Hopkins to maintain an inventory of all hazardous and potentially hazardous biological agents or materials used in research at Johns Hopkins.

This inventory ensures that biological materials are handled within proper biosafety level containment; and provides locations of potentially biohazardous agents or materials in the event of an emergency.

Each Principal Investigator or Laboratory Supervisor shall register all potentially hazardous biological agents or materials in their possession by completing the Johns Hopkins “Human Tissue, Infectious Agents, Pathogens, Oncogenes or Toxins “ Registration Form and submitting the form to the Biosafety Office in the Division of Health, Safety and Environment (HSE).

Prior to initiating research at Biosafety Level 3, a Standard Operating Procedures Manual shall be compiled by the Principal Investigator and approved by the Johns Hopkins Institutional Biosafety Committee or its designee.

It is the responsibility of Principal Investigators working at Biosafety Level 3 conditions to maintain and regularly update a Standard Operating Procedures Manual. Principal Investigators working at Biosafety Level 3 will also ensure that personnel receive annual updates or additional training as necessary for procedural changes in the Biosafety Level 3 laboratory.

The HSE Biosafety Officer shall be notified whenever a new potentially biohazardous agent or material is identified or introduced into use.

REFERENCE

*Biosafety in Microbiological and Biomedical Laboratories*, U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control and National Institutes of Health, HHS Publication No. (CDC) 21-1112 Fifth edition, Revised December 2009.

RESPONSIBILITIES

Health, Safety and Environment	Compile and maintain the Registry of Biohazardous Agents and Materials.
Principal Investigator/Lab Manager	Register all potentially hazardous biological agents or materials by submitting the enclosed form to HSE.
Institutional Biosafety Committee	Review and approve Standard Operating Procedures for research to be conducted under Biosafety Level 3 conditions.

REVIEW CYCLE

Annually

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**Registration of Research with  
HUMAN TISSUE, INFECTIOUS AGENTS, PATHOGENS, ONCOGENES, OR TOXINS**

Rev 05/06

RETURN ORIGINAL FORM TO: Biosafety Officer  
2024 E. Monument Street, Room B-200  
Baltimore, MD 21205-2223, SOM  
410-955-5918  
(Fax) 410-955-5929

JHU IBC# _____
DATE _____
BIOSAFETY LEVEL _____
ACTION _____
<i>HSE Use Only. Do not write in this space.</i>

Principal Investigator (must be faculty, see * below):		JHU-Badge/ID Number**:
Academic Title:	Email Address:	
Department:	Division:	
Office Address:	Lab Address:	
Office Phone:	Office Fax:	
Project Title:		
Project Start Date:	Project Duration:	
Name and Source of Material:	Repository: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Strain, Genotype, Catalog Number, or CAS Number:	Freezer Serial No: _____	
Type(s): <input type="checkbox"/> Toxin <input type="checkbox"/> Pathogen <input type="checkbox"/> Oncogenic Material <input type="checkbox"/> Human Material	Location:	

- Is agent/material a potential human or animal pathogen or toxin?  Human  Animal  N/A  
If a toxin is LD<sub>50</sub> greater than 100 nanograms per kilogram body weight?  Yes  No
- Do you work with quantities greater than 1 liter?  Yes, largest volume: \_\_\_\_\_ Liters  No
- Do you inactivate the agent/material prior to other laboratory manipulations?  Yes  No  N/A  
Inactivation Method(s) Used:  Heat  Chemical  Radiation  Other: \_\_\_\_\_
- Do you concentrate the agent/material?  Yes  No  
Method(s):  Centrifuge  Filtration  Precipitation  Other: \_\_\_\_\_
- Do you insert this agent/material into intact animals?  No  Yes, Species: \_\_\_\_\_  
Location of animal housing: \_\_\_\_\_
- Biological containment level required: Biosafety Level #(s)  1  2  3 BSC Serial # \_\_\_\_\_
- Do you request biological monitoring or medical surveillance?  Yes  No  
a) Have all employees who come into contact with animals been enrolled in the Animal Exposure Surveillance Program (AESP)?  
 Yes  No
- Please list all professional personnel, employees, and students involved in the project who will come into contact with these materials:

Name	Mailing Address	JHU-Badge/ID Number

- Please attach a brief overview of the proposed research containing sufficient information to ensure adequate review of the protocol to determine compliance with the JHI Biosafety Program, local, state and federal regulations (Methods or Experimental Protocol from a grant application will suffice). Required information to include:
  - The nature and purpose of the research.
  - Describe key features of agent, virus or bacterial pathogen used in this project.
  - An outline of procedures and techniques to be employed, mammalian cell culture, bacterial culture, DNA isolation.
  - Identify known & potential hazards associated with this material or agent, i.e. bloodborne pathogens, aerosol transmitted, or use of sharps.
  - Specifically describe safe practices, equipment, facilities, and training used to protect staff from hazards in "d" above.
  - Specifically describe methods of inactivation, & disposal of the agent or contaminated materials i.e. 1:10 bleach, soak for 20 mins.

**As Principal Investigator, I accept responsibility for the safe conduct of work with this material. I will ensure that all personnel receive training in regard to proper safety practices and personal protective equipment needed for this work.**

Signature (Principal Investigator): \_\_\_\_\_ Date: \_\_\_\_\_

\*Post-doctoral fellows, research associates, & instructors require co-signature of Department Chair and Laboratory Sponsor.  
\*\*JHU Badge/ID number is the number on your ID card. Contact the Biosafety Office if you are unsure of your ID number.