

USF BIOLOGICAL TOXIN RECORD OF USE

Principal Investigator _____ Laboratory (Room) _____

Location of Storage (e.g., Refrigerator, Freezer-etc.) _____

Name of Select Agent or Toxin _____ Agent Inventory # _____

Characteristic of agent (e.g., specific strain, spores, irradiated, etc.) _____

Concentration _____

Source (e.g., ATCC, vendor, off-campus investigator, etc.) _____

Date Received _____ Amount Received _____

Date Used	User Initials	Aliquot Removed (ug/mg/etc.)	Balance Remaining (mg)	Quantity returned to storage	Comments

In addition, the following condition(s) must be adhered to regarding the use of this agent:

1. Access to the laboratory is limited and restricted to personnel approved by the Lab Supervisor.
2. All uses must be restricted to the Biosafety Cabinet.
3. All personnel using this agent must have received training on the prior use and handling of the material from the Principal Investigator before starting work with the agent. This training must be documented, and the record kept in the Biosafety Manual
4. Immediately report all spills or accidental exposures to the Principal Investigator, the Institutional Biosafety Officer, and the University Environmental Health and Safety Officer. Contact information is kept in the Biosafety Manual.
5. The infectious agent and/or toxin must be secured at all times. Laboratory doors are to be locked when unoccupied and when stored, the agent must be secured by lock, regardless of the location.
6. Immediately report any select agent and/or toxin lost, stolen, or otherwise unaccounted for to the Principal Investigator and the Institutional Biosafety Officer.