**Select Agent Toxin Transfer Due Diligence Form**

*Instructions for completing the form are on page 2.*

# **Section A (To be completed by recipient)**

**Name of Institution:**

Address:       City:       State:       Zip Code:

**Recipient Name:**

**Laboratory PI:**

Phone Number:       Email Address:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Select Toxin(s) Requested** | **Amount of Select Toxin(s) Requested** | **Current Amount of Select Toxin(s) in Recipient Facility** |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |

**Intended Use of Select Toxin(s):**

**Signature of Recipient:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Recipient:

Date:

# **Section B (To be completed by sender)**

**Name of Institution:**

Address:       City:       State:       Zip Code:

**Sender Name:**

Phone Number:       Email Address:

|  |  |  |
| --- | --- | --- |
| **#** | **Name of Select Toxin(s) Shipped** | **Amount of Select Toxin(s) Shipped** |
|  |       |       |
|  |       |       |
|  |       |       |

*I hereby certify that the select toxins listed above were packaged, labeled, and shipped in accordance with all federal and international regulations. All information in this form is true and correct to the best of my knowledge. I understand that violations of 7CFR 331, 9CFR 121, and 42 CFR 73 may result in civil or criminal penalties, including imprisonment.*

**Signature of Sender:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Sender:

Title:

Date:

# **UW Select Agent Toxin Transfer Due Diligence Form Instructions**

Due diligence must be documented in the transfer of select toxins *in any amount* from one University of Washington laboratory to another laboratory or institution as defined by the Select Agent regulations in accordance with [42 CFR 73.16](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=8a4be60456973b5ec6bef5dfeaffd49a&r=PART&n=42y1.0.1.6.61#se42.1.73_116).

A registered entity transferring an amount of select toxin otherwise excluded under the provisions of 42 CFR 73.3(d) must:

1. Transfer the amounts only after the transferor uses due diligence and documents that the recipient has legitimate need (i.e., reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose) to handle or use such toxins; and
2. Report to CDC if they detect a known or suspected violation of Federal law or become aware of suspicious activity related to a toxin listed in [42 CFR 73.3(d)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=8a4be60456973b5ec6bef5dfeaffd49a&r=PART&n=42y1.0.1.6.61#se42.1.73_13).

To document those individuals who have a legitimate purpose to handle and use select toxins, the transferor needs to document the recipient’s intended use of the toxins and document the legitimate need for the select toxins.

**Instructions**

1. The recipient and sender make contact to determine:
	1. Which select toxins they would like to transfer, and
	2. When they would like to complete the transfer.
2. The recipient completes Section A of this form.
3. The recipient submits the completed/signed form to the sender.
4. The sender completes Section B of this form.
5. The sender submits a copy of the completed and signed form to UW EH&S at uwsa@uw.edu or Box 357165.
6. The sender transfers the toxin to recipient utilizing a trackable shipping method and in accordance with hazardous material shipping regulations and UW laboratory transport regulations. Include a copy of this form inside the shipment.
7. The sender notifies the recipient of the tracking information and anticipated date of arrival.
8. The recipient notifies the sender upon receipt of shipment.
9. The sender must retain a copy of this form as a record for three years as documentation of due diligence.

**For questions regarding this form or select agent toxin due diligence requirements, contact the UW Select Agent Program Responsible Official/Alternate Responsible Officials in Environmental Health & Safety at**

**uwsa@uw.edu** **or 206.221.7770.**