

Environmental Health & Safety Policy Manual		
Issue Date: 06/01/2010	Updated: 09/25/2024	Policy # EHS-300.03
Biological Materials Inventory and Control Policy		

1.0 PURPOSE

Biological materials are defined as materials that are produced by living organisms or are derived from them, or materials that contain biological agents. Examples include bacteria, fungi, parasites, rickettsial agents, viral agents, prions, genetically modified organisms/micro-organisms, toxins of biological origin, transgenic animals or plants, human blood and body fluids, cell cultures, recombinant DNA, or any other biological agents which might pose a risk to health and safety or the environment.

Federal regulations, along with public concern over security of biohazardous materials, make it necessary for LSUHSC to maintain an up-to-date inventory of biological materials. This biological inventory will assist LSUHSC personnel in determining the risks that are present in research laboratories on campus in the event of an emergency or accident and ensure compliance with applicable federal regulations and guidelines.

2.0 SCOPE

This policy applies to all LSUHSC personnel who work with or store biological materials.

3.0 RESPONSIBILITIES

3.1 Environmental Health & Safety Department (EH&S) shall:

- Provide technical support and training to assist departments with data entry into the biological inventory database.
- As part of laboratory inspections, review inventory for any safety issues (e.g., proper storage).
- Assist departments in complying with all applicable federal rules and regulations.
- Maintain compliance records regarding authorized users.

3.2 Principal Investigators (PI)/Supervisors shall:

- Designate one or more laboratory personnel to be trained and responsible for the laboratory's biological materials inventory.
- Maintain the biological inventory in online compliance software database, [SafetyStratus](#). Update the inventory when biological material is added, when a biological material is no longer used, or when there is more than a twofold increase in quantity of any biological material.
- Complete and submit the biological inventory review attestation in online compliance software database at least every 12 months.

4.0 IMPLEMENTATION

4.1 Inventory Overview

SafetyStratus is an online compliance software which includes an inventory database which allows personnel to access and manage their biological materials inventory. PIs and their lab designee can access and monitor their own biological materials inventory via the [EH&S website](#) and log onto the SafetyStratus site by using their LSUHSC username and password.

4.2 Authorized Users

To access the online compliance software, the PI will provide one lab designee to EH&S as an authorized user. EH&S will assign security settings for each PI and/or lab designee to have access limited to only their biological materials inventory. There is one lab designee allowed per PI to access SafetyStratus.

4.3 Inventory Maintenance

Update the inventory when biological material is added, when a biological material is no longer used, or when there is more than a twofold increase in quantity of any biological material. Update the biological inventory review statement in the online compliance software as needed or, minimally, at least every 12 months.

5.0 TRAINING

Training on data input onto the online compliance software system is available on the EH&S Department website under [SafetyStratus Resources](#). EH&S can provide additional assistance if needed.

6.0 REFERENCES

- CDC, Biosafety in Microbiological and Biomedical Laboratories, Current



Edition

- NIH Guidelines for Research Involving rDNA Molecules
- U.S. Patriot Act, U.S. H.R. 3162, Public Law 107-56
- OSHA, Occupational Exposure to Bloodborne Pathogens, 29 CFR 1910.1030