## Toxin Checklist Annual Exempt Quantities

1. Appropriate procedures are in place to ensure safe handling, storage, and disposal of toxins (I.e., written SOP)

PI has taken an inventory of each toxin listed below and verifies that the maximum quantity in their possession at this time (as of date recorded) does not exceed the maximum, exempt quantities. If toxin quantity exceeds quantity allowed, then PI is required to immediately contact the Responsible Official at the Biosafety Program Environmental Health and Safety Office at 956-3197 or [biosafe@hawaii.edu](mailto:biosafe@hawaii.edu)

1.

**Inventory Verification**

**General Safety**

**Not Listed Above (not a select agent toxin): Complete below: Biological Toxin name:**

**Toxin (circle above)**

**N**

**Y**

The Principal Investigator (PI) must complete this checklist on an annual basis (upon annual biosafety inspection) to ensure your laboratory is meeting all institutional, CDC and USDA-APHIS-VS-Select Agent Programs and Dual Use Research of Concern (DURC) requirements for possession of toxins including exempt levels of Select Agent Biological Toxins. The PI is responsible for all documentation regarding inspections, including findings of deficiencies and corrective actions.

Please forward to Biosafety Safety Program, ORC (original signed copy only, no faxes). If you have further questions or need more information please call 956-3197 or e-mail at [biosafe@hawaii.edu.](mailto:biosafe@hawaii.edu)

**Principal Investigator Name** (PRINT): \_ \_

**Department/Unit: Bldg./Room No**.: \_

**E-mail Address**: \_\_**Telephone** \_ [ ] I have no biological derived toxin in this laboratory.

The following toxins are not regulated if the amount under the control of a principal investigator, treating physician or veterinarian, or commercial manufacturer or distributor does not exceed, at any time, the amounts indicated in the table below.

|  |  |
| --- | --- |
| **HHS Toxins [§73.3(d)(7)]** | **Amount** |
| Abrin | 1000 mg |
| Botulinum neurotoxins | 1 mg |
| Short, paralytic alpha conotoxins | 100 mg |
| Diacetoxyscirpenol (DAS) | 10,000 mg |
| Ricin | 1000 mg |
| Saxitoxin | 500 mg |
| Staphylococcal Enterotoxins (Subtypes A, B, C, D, and E) | 100 mg |
| T-2 toxin | 10,000 mg |
| Tetrodotoxin | 500 mg |

**Approved Users/Training**

1. PI has reviewed and verified current list of approved handlers.

Current Quantity: \_ Toxin \_ Date:

1. All approved handlers have been provided site specific safety training on the biological derived toxin involved process and follow the SOP procedures (LIST STAFF)

**Storage/Physical Security Measures**

1. All biological derived toxins, especially select agent toxin have been properly labeled, with full chemical name.
2. All Select Agent toxins are stored within a locked facility, within a lock room/cabinet
3. A chemical hygiene plan is written
4. A written security plan is in place:
5. Briefly explain use of toxin:
6. Use of toxin has been authorized by the IBC. IBC Authorization No. \_

[ ] Not applicable only storage

1. The toxin is produced by viable agent(s). Please describe procedures
2. Dilution procedures or other manipulation is done in a [ ] fume hood, [ ]biosafety cabinet or [ ] other:
3. How do you decontaminate and disposal:

Comments:

***Declaration:***

Signature: \_ Date: \_

|  |
| --- |
| **Official Use:** |
| Report No: |
| BSP-2 Form for import/transfer: |
| Toxin Completely destroyed: Witnessed by: |
| IBC Authorization No.: Date: |