

Checklist for Importing Biological Materials¹ into Hawai‘i for Research, Teaching, or Testing

Step 1: Meet all University of Hawaii Requirements

Step 1A: Get help from Office of Research Compliance (ORC) Biosafety Professional (BSP)

- Call BSP to ask for help (808) 956-3197
- [Email uhpermit@hawaii.edu](mailto:uhpermit@hawaii.edu) to request help
- [Consult ORC webpage about how to get a permit](#)

Step 1B: [Become knowledgeable](#)

Complete required initial instruction:

- General Biosafety (1h online class)
- Transport of Biological and Infectious substances (1h online)

Complete additional required instruction, if applicable:

- UH Category-A Shipper (1.5h class), if you ship/prepare Category-A biomaterials for transport
- Bloodborne Pathogens (1h online), if you work with or may contact human fluids, tissues, or cell lines derived from human materials; vertebrate animals; or bloodborne pathogens
- Other or annual refresher courses

Step 1C: Submit [UH BSP2 form](#) & attachments²

Step 1D: Register with applicable University committees for protocol review (30d minimum):

- [IBC \(biological materials\)](#)
- [IACUC \(vertebrate animal studies\)](#)
- [IRB \(human studies\)](#)
- [AVS \(to import vertebrate animals\)](#)

Step 1E: Undergo biosafety inspections (1h onsite)

- Call ORC at (808) 956-3197 to schedule initial or annual research site inspection or to learn more visit the ORC [inspection checklist webpage](#).

Step 1F: Complete annual inventory of all biological agents and toxins by completing the following form

- [Laboratory Inventory Declaration \(LID\)](#)

Step 2: Meet all United States Government Requirements

Complete federal applications if applicable (may require fee):

- [USDA/APHIS form](#)
- [CDC form](#)

Step 3: Meet all Hawaii Department of Agriculture Requirements

- Submit [HDOA PQ7 Form](#), [Supplement](#), and attachments³ to BSP, not to HDOA directly but to UH BSP!
- Attach to PQ7 a check or purchase order for full amount on [DOA schedule of fees](#)
- Wait for permit or letter of authorization⁴ from HDOA Branch Chief (sometimes

in consultation with Scientific Advisory Committee), Plant & Animal Advisory Committee, or Hawaii Board of Agriculture Check status periodically with BSO; if waiting Board approval, confirm with BSP that application is on agenda. Assess how what may be a lengthy process (months or years) will affect achieving your goals and what alternatives are available to you. An import permit or letter of authorization is valid for one year.

¹ “Biological materials” include but are not limited to plants, animals, arthropods, invertebrates, insects, bacteria, viruses, parasites, fungi, oomycetes, mycoplasmas, RNA, recombinant DNA, prions, proteins, GMOs, cell lines [specify if transformed, immortalized], tissues (e.g., blood, lung), human specimens (sputum, urine, feces, tissue, swabs), non-human animal specimens, fetal calf serum, algae, protoclones and nematodes, weeds, biological control agents

(including those not presently discovered or known to exist in Hawai‘i) and “new” microorganisms identified as those “combining genetic material from organisms in different genera.”

² Attach copy of Federal (e.g., USDA/APHIS or CDC) permit if required; if applicable, enter IBC, IACUC, or IRB registration number(s) in space provided on BSP2 form.

³ Attach Supplement (consult BSO), 2-page curriculum vitae (education, experience, funding, and publications relevant to biomaterials expertise), and 1-page floor/site plan relevant to biosafety

⁴ HDOA may issue a letter of authorization instead of a permit if request is to import biomaterials (e.g., cell lines, antibodies, kits, autoclave spore indicators) that are not microorganisms through certain vendors (e.g., ATCC, BEI, Ward), or if request is to import collected samples with unknown biomaterial content (e.g., soil).