

University of Hawaii Biosafety Program Laboratory Inventory and Declaration Form

**ANNUAL MICROORGANISM INVENTORY DECLARATION FORM
(Part A)**

The principal investigator for each laboratory working with microorganisms, including select agent toxins must complete this form on an annual basis. Please submit completed forms Part A and B to UH Animal Welfare and Biosafety Compliance Program ATTN: Yuichiro Tanaka, Biosafety Officer, Biocontainment and Biological Materials Transfer Specialist.

Principal Investigator:		Date:	
		Dept:	
Laboratory Location:		Lab Rm. #:	
Email Address:		Phone Numbers:	
Individuals with access to inventory:			

If you have no microorganisms in your lab(s) check box complete only the portion above and email page 1 back to biosafe@hawaii.edu

Section 1. Personnel Qualifications

List all key personnel and training dates (Separate sheet may be attached with training records)
Additional Sheet Attached: Yes No

Name	Type of Training	Date of Training

Section 2. Complete UH LID Part B. (Excel Spreadsheet)-Annual LID Inventory

Section 3. Microorganism Inventory Verification Statement.

Check			Verification Statement
Yes	No	N/A	
			Principal Investigator has taken an accurate inventory of each microorganism and/or toxin and verifies the amount declared.
			All biological derived toxins are properly labeled, with full chemical name.
			Current written biosafety manual has been reviewed by all staff at least annually.
			Current written incident and emergency response plan has been reviewed by all staff at least annually.

Section 4. Select Agent List.

Select Agents List

(As of Jan 3, 2025)

HHS and USDA Select Agents and Toxins

7 CFR Part 331, 9 CFR Part 121, and 42 CFR Part 73

HHS Select Agents and Toxins

1. Abrin [6]
2. *Bacillus cereus* Biovar *anthracis* [1]
3. Botulinum neurotoxins [1][6]
4. Botulinum neurotoxin producing species of *Clostridium* [1]
5. Conotoxins (Short, paralytic alpha conotoxins containing the following amino acid sequence X₁CCX₂PACGX₃X₄X₅X₆CX₇) [6]
6. *Coxiella burnetii* [9]
7. Crimean-Congo haemorrhagic fever virus
8. Diacetoxyscirpenol [6]
9. Eastern Equine Encephalitis virus [4][5]
10. Ebola virus [1]
11. *Francisella tularensis* [1]
12. Lassa fever virus
13. Lujo virus
14. Marburg virus [1]
15. Monkeypox virus [4]
16. Reconstructed replication competent forms of the 1918 pandemic influenza virus containing any portion of the coding regions of all eight gene segments (Reconstructed 1918 Influenza virus)
17. Ricin [6]
18. *Rickettsia prowazekii*
19. SARS-associated coronavirus (SARS-CoV) [5]
20. SARS-CoV/SARS-CoV-2 chimeric viruses resulting from any deliberate manipulation of SARS-CoV-2 to incorporate nucleic acids coding for SARS-CoV virulence factors
21. Saxitoxin [6]

South American Haemorrhagic Fever viruses:

22. Chapare
23. Guanarito
24. Junín
25. Machupo
26. Sabia
27. Staphylococcal enterotoxins (subtypes A,B,C,D,E) [6]
28. T-2 toxin [6]
29. Tetrodotoxin [6]

Tick-borne encephalitis complex (flavi) viruses:

30. Far Eastern subtype [5]
31. Siberian subtype [5]
32. Kyasanur Forest disease virus [5]
33. Omsk hemorrhagic fever virus [5]
34. Variola major virus (Smallpox virus) [1]
35. Variola minor virus (Alastrim) [1]
36. *Yersinia pestis* [1]

Overlap Select Agents and Toxins

37. *Bacillus anthracis* [1]
38. *Bacillus anthracis* Pasteur strain
39. *Brucella abortus*
40. *Brucella melitensis*
41. *Brucella suis*
42. *Burkholderia mallei* [1]
43. *Burkholderia pseudomallei* [1]
44. Hendra virus
45. Nipah virus
46. Rift Valley fever virus
47. Venezuelan equine encephalitis virus [4][5][8]

USDA Veterinary Services (VS) Select Agents and Toxins

48. African horse sickness virus
49. African swine fever virus
50. Avian influenza virus [4]
51. Classical swine fever virus [5]
52. Foot-and-mouth disease virus [1][5]
53. Goat pox virus
54. Lumpy skin disease virus
55. *Mycoplasma capricolum* [4]
56. *Mycoplasma mycoides* [4]
57. Newcastle disease virus [3][4]
58. Peste des petits ruminants virus
59. Rinderpest virus [1]
60. Sheep pox virus
61. Swine vesicular disease virus [5]

USDA Plant Protection And Quarantine (PPQ) Select Agents and Toxins

62. *Coniothyrium glycinis*
(formerly *Phoma glycinicola* and *Pyrenochaeta glycinis*)
63. *Peronosclerospora philippinensis*
(*Peronosclerospora sacchari*)
64. *Ralstonia solanacearum* [7]
65. *Rathayibacter toxicus*
66. *Sclerophthora rayssiae* [7]
67. *Synchytrium endobioticum*
68. *Xanthomonas oryzae*

Section 5A. Select Agent Inventory Verification.

Check			Verification Statements
Yes	No	N/A	
			I currently am in possession of microorganisms listed in the above Select Agents List.
			I currently am in possession of Genomic Material from microorganisms on the Select Agent List.
			I currently am in possession of recombinant constructs encoding a Select Agent.

***If you answered yes to any questions in 5A please complete Section 5B, 6 and 7.
If you did not answer yes to any questions in 5A skip sections 5B, complete section 6.***

Section 5B. Select Agent Inventory Verification

Check			Verification Statements
Yes	No	N/A	
			All Select Agents are stored within a secure facility, with two layers of containment. ¹
			All personnel who work with or have access to Select Agents are on current UH Select Agent registration. ²
			Select Agents are listed on a currently approved Institutional Biosafety Committee (IBC) Protocol.
			Select Agents are listed on a currently approved Institutional Animal Care and Use Committee (IACUC) Protocol.
Briefly explain use of Select Agent and/or Toxins.			
List all applicable IBC Protocol #'s.			
List all applicable IACUC Protocol #'s.			

¹42CFR73.11 Security

²42CFR73.10 Restricted access

Section 6. Select Toxins Inventory Declaration.

HHS TOXINS [§73.3(d)(3)]	Amount (total in mg)
Abrin	
Botulinum neurotoxins	
Short, paralytic alpha conotoxins	
Diacetoxyscirpenol (DAS)	
Ricin	
Saxitoxin	
Staphylococcal Enterotoxins (Subtypes A, B, C, D, and E)	
T-2 toxin	
Tetrodotoxin	

If do not have any select agents or toxins, skip to section 8. Otherwise complete Section 6B and 7

Section 6B. Select Toxin Verification

Check			Verification Statements
Yes	No	N/A	
			I currently am in possession of Toxins listed in the above List.
			All toxins are stored within a secure facility, with two layers of containment. ¹
			All personnel who work with or have access to Toxins are on current UH Select Agent registration. ²
			A chemical hygiene plan is in place.
			Toxins are listed on a currently approved Institutional Biosafety Committee (IBC) Protocol.
			Toxins are listed on a currently approved Institutional Animal Care and Use Committee (IACUC) Protocol.
Briefly explain use of Select Agent and/or Toxins.			
List all applicable IBC Protocol #'s.			
List all applicable IACUC Protocol #'s.			

Section 7. Declaration of use and/or possession of Select Agent and Toxins.

I certify that this is a complete and accurate inventory description of the inventory in my possession. I have completed all applicable forms, training and obtained required permits and/or approvals.

Principal Investigator Signature Date

Section 8. Declaration of non use or possession of Select Agent and Toxins.

I DO NOT POSSESS SELECT AGENT AND TOXIN DECLARATION

I have reviewed the list of Select Agents and toxins above and I certify Select Agents and toxins are not used, stored or possessed by me or my staff in the physical space assigned to me by the University of Hawaii. I will notify the responsible official or alternate responsible official before obtaining any select agents or toxins.

I certify that this is a complete and accurate inventory description of the inventory in my possession. I have completed all applicable forms, training and obtained required permits and/or approvals.

Principal Investigator Signature Date