Biological Risk Management and Containment

Transferring/Exporting Restricted Biologicals

Import and Transfer

Containment Laboratory Guidelines

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Approved by: Vice-Chancellor
Document Owner: Associate Director, Health, Safety and Wellbeing
Content Manager: Manager, Hazard and Containment

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This document was updated from Version 2 which was reviewed and approved in February 2021.

Record of Amendments to Version 2.1

Date	Page number	Nature of amendment
11/2/22	7	Transport between laboratories added
30/11/24	all	Univerity logo updated
30/11/24		Minor changes through the document

Contents

1. Who are these guidelines for?

These guidelines are for **principal investigators (PIs), designated persons in charge, designated laboratory person (DLPs)**, technical staff and students wanting to transfer or export **restricted biological materials** or genetically modified organisms (GMOs).

2. What is the purpose of these guidelines?

The purpose of this document is to enable PIs, DLPs and researchers to manage the transfer of risk biologicals correctly, ensure that packing, unpacking and storage requirements are met and that appropriate documentation is sent/received and filed.

3. Purchasing products that require transfer approval from suppliers

1) The researcher is to make the request for purchase in **SciTrack).**
2) The DLP is to process this request into PeopleSoft once satisfied that facilities are appropriate and that applicable HSNO approvals will cover this request.
3) The **hazard approver** will approve the purchase only when satisfied that the suppliers have appropriate transitional facilities and that applicable HSNO approvals will cover this request. In some cases the DLP will be required to document how the HSNO approval will apply.
4) Application for transfer is sent by the vendor to the designated person in charge, who is to countersign when satisfied that the laboratory is suitable and that applicable HSNO approvals are in place.
5) The designated person in charge is to enter details into the **central register.**
6) When the vendor sends the MPI-approved transfer application, the designated person in charge is to enter the approval number into the central register and save a copy of the approved transfer in the facility shared folder.

7) The designated person in charge is to send the central register number and MPI approval number to the DLP, along with a declaration request.
8) When the item arrives, the DLP is to store the restricted goods appropriately and enter all details into SciTrack (including the MPI transfer approval number, central register number and exact location).
9) The DLP is to send a copy of the completed and signed declaration (with accurate description of goods) to containment@auckland.ac.nz along with confirmation of exact date of arrival.
10) On receipt of the declaration, the designated person in charge is to enter the arrival date and SciTrack barcode number into the central register and save the declaration in the facility shared folder.

4. Transfer of restricted items from other facilities that do not require purchase

1) The researcher is to notify the DLP of potential transfer.

2) The DLP is to notify the designated person in charge. In the case of a GMO, the authorised signatory requests written justification from DLP as to why the nominated HSNO approval is applicable.

3) Application for transfer is sent by the external (consigning) facility to containment@auckland.ac.nz
The designated person in charge countersigns only when satisfied that the laboratory is suitable and that any applicable HSNO approvals are in place.

4) The designated person in charge is to enter the details into the central register and allocate the central register number.
5) When the consigner sends the MPI-approved transfer application, the designated person in charge is to enter the approval number into the central register and save a copy of the approval in the dedicated shared folder.

6) The designated person in charge is to send the central register number and MPI transfer approval number to the DLP, along with a declaration request.

7) When the item arrives, the DLP is to store the restricted goods appropriately and enter all details into SciTrack (including the MPI transfer approval number, central register number and exact location).

8) The DLP is to send a copy of the completed and signed declaration (with accurate description of goods) to containment@auckland.ac.nz along with confirmation of exact date of arrival.

9) On receipt of the completed declaration, the designated person in charge is to enter arrival date and the SciTrack barcode number into the central register and save the declaration in the dedicated shared folder.

5. Transfer of restricted items to other facilities in NZ

1) The researcher is to notify the DLP of potential transfer. The researcher is to supply contact name and email address for the designated person in charge in the external (receiving) facility.
2) The DLP is to notify the designated person in charge. In the case of transfer of a GMO, the designated person in charge is to request written justification from the DLP as to why the nominated HSNO approval is applicable.
3) The designated person in charge is to enter the details into the central register and allocate the central register number.
4) Application for transfer is to be sent to the receiving facility by the designated person in charge. The designated person in charge must be satisfied that the receiving facility has appropriate HSNO approvals and containment facilities before raising the transfer application.
5) When the receiving facility countersigns and returns the application, the designated person in charge is to check the application and send the transfer application to MPI for approval.
6) Once approved by MPI, the designated person in charge is to enter the MPI approval number into the central register and save a copy in the facility share folder.
7) The designated person in charge sends a copy of the approval to the DLP along with packaging instructions.

8) The designated person in charge is to send the approved transfer document to the receiving facility.
9) When risk biologicals are to be transferred to another containment facility, the DLP is to:
    a. Ensure that the items are packed correctly (i.e. in the purpose-made packages available from FMHS and SBS stores)
    b. Ensure that the items are sent within the defined time frame on the approved application
    c. Notify the designated person in charge when the transfer leaves the facility
    d. Update SciTrack with the disposal code, central register number and MPI approval number.
10) The designated person in charge is to notify the receiving facility that the item has been sent.

6. Transfer of restricted or infectious items between laboratories

This refers to restricted items, infectious substances or to Risk Group 1 or 2 organisms.

1) The item needs to be double contained before transportation
2) The item can be transported between laboratories of the same containment facility travelling on the most direct route.
3) Upon arrival the item needs to be stored and labelled appropriately according to its nature
4) For restricted items, records must be updated on both sides of the movement (the donor and the recipient).

7. Export of restricted items overseas

1) The researcher is to notify the DLP of potential transfer. The researcher is to supply contact name, physical address and email address for the recipient.
2) The DLP is to notify the designated person in charge. In the case of export of a GMO, the designated person in charge requests written justification from DLP as to why the nominated HSNO approval is applicable.

3) The designated person in charge is to enter the details into the central register and allocate the central register number.
4) The designated person in charge is to send the transfer application to MPI for approval.
5) Once approved by MPI, the designated person in charge is to enter the MPI approval number into the central register and save a copy in the facility shared folder.
6) The designated person in charge sends a copy of the approval to the DLP along with packaging instructions.
7) When risk biologicals are to be exported, the DLP is to:
    a. Ensure that the items are packed correctly (i.e. in the purpose-made packages available from FHMS and SBS stores)
    b. Ensure that the items are sent within the defined time frame on the approved application
    c. Notify the designated person in charge when the transfer leaves the facility.
    d. Update SciTrack with the disposal code, central register number and MPI approval number.

8. Packaging of restricted items for export and transfer

All restricted material transferred between University facilities, shipped to other facilities in New Zealand, or exported overseas is to be packaged according to regulatory requirements for road or air transport. In some cases use of a DG (dangerous goods) courier is mandatory. Please refer to the guidelines *Packaging Requirements for Transfer and Export*.

9. Transfer within containment facilities

The receiving lab in the same containment facility is to keep a record in SciTrack of:

- The storage location in the laboratory
- Any disposal
- all associated central register numbers, BACC numbers, MPI transfer approval numbers.

10. Unpacking transferred restricted biological products, microorganisms and cell cultures received from other facilities

Whenever an uncleared biological product, microorganism or cell culture is transferred to a containment or transitional unit, the person who unpacks the goods (normally the DLP) is to check that:

- The integrity of the package has been maintained
- The package has been delivered to the right place and person
- All appropriate documentation has been included and is in order
- Primary and secondary packaging is intact and there is no leakage
- Numbers and descriptions correlate with accompanying documentation
- The identity of the item is correct and there are no additional items
- The packaging material is disposed of appropriately

If the package is leaking, incorrect items have been sent, or the documentation is missing/ incorrect, notify the designated person in charge immediately.

11. Storage

All transferred risk biologicals are to be stored in labelled cabinets, refrigerators or freezers. The purpose of these labels is to warn other users of the presence of restricted goods.

Where imported goods are stored in a fridge or freezer, the risk biologicals are to be stored in a marked container such as a larger plastic box. This is to ensure all risk materials are in a single place and that laboratory personnel return them to a single nominated container within the cupboard, fridge or freezer.

Labels are available from the designated person in charge.

12. Laboratory records

Laboratories are required to keep a register of risk goods within SciTrack or, where this is unachievable, another local system agreed with the Hazard and Containment team. Items are to be recorded as whole containers, or if it is a kit comprising multiple containers, the number of containers is to be recorded.

SciTrack records are to include

- An accurate description of the item(s)
- The MPI transfer approval number
- The central register number
- The SciTrack barcode number
- The exact storage location of the item
- Timely information about consumption and/or destruction

Additional information that is valuable but not essential are

- Any applicable BACC number
- Any applicable import permit number

All databases (including the central register and laboratory registers), copies of internal audits, comparisons of MPI and University databases and copies of transfer approvals are to be kept for a minimum of seven years.

13. Internal inspections

Designated persons in charge are to conduct inspections every three months to ensure laboratory risk registers are accurate and up-to-date. Where there are discrepancies, explanations are to be sought and corrections made.

Where laboratory groups fail to keep accurate records on two consecutive occasions, the Head of School will be informed.

MPI notifications

The Biosafety Officer or the Biological Safety Adviser is to notify MPI of all completed transfers and exports. The notification schedule is at the discretion of the MPI Verifier.

14. Definitions

BACC means Biosecurity Authority Clearance Certificate (also known as the cargo number).

Central register means an electronic register of all transfers and restricted imports, showing details of item and vendor as well as BACC number and MPI approval number, enabling this information to be cross-referenced with documentation stored on facility shared folders and data in SciTrack.

Restricted biological products are biological materials (such as serum, animal tissue, Genetically Modified Organisms or cell lines) that have been imported under a restricted Permit to Import and directed to be held in a New Zealand Ministry of Primary Industries approved transitional or containment facility under the Biosecurity Act. Under the Biosecurity Act, movement of restricted biological imports from a containment or transitional facility requires specific prior approval.

SciTrack means an electronic register of all GMOs and restricted imports, showing details of host vector and insert as well as BACC number as applicable, and exact location.

Designated laboratory person (DLP) means the trained person in each research group who has been given the authority to receive purchase requests made in SciTrack and to make a formal request for a purchase order via PeopleSoft. In containment and transitional facilities DLPs will have additional training to enable them to scrutinise documentation for restricted items and provide support to researchers.

Designated person in charge means a staff member in any of the following roles: sector manager, facility manager, floor manager, technical manager or an appointed delegate.

Hazard approver (HA) means the trained persons in each faculty who have been given the authority to approve the purchase of restricted and controlled items in PeopleSoft.

Principal Investigator (PI): In the context of hazard containment and transitional facilities, a principal investigator is the holder of an independent grant administered

by the University and the lead researcher for the grant project, usually in the sciences, such as a laboratory study or a clinical trial. The phrase is also often used as a synonym for "head of the laboratory" or "research group leader." The PI is responsible for assuring compliance with applicable University standards and procedures, and for the oversight of the research study and the informed consent process. Although the PI may delegate tasks, they retain responsibility for the conduct of the study.