Biological Agent Inventory and Security Policy

Title:	**Biological Agent Inventory and Security**
Last Reviewed Date:	02-09-2026
Last Revised Date:	02-09-2026
Effective Date:	11-18-2003 (Access to Select/Restricted Biological Agents)
Applies To:	Faculty, staff and students, others
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1 BACKGROUND

An inventory of biological agents in ultra-low temperature long-term storage is vital for conducting appropriate biological risk assessments, addressing biosecurity requirements and providing the safest possible work environment.

2 PURPOSE

To ensure that PIs, laboratory managers, laboratory staff, and safety and compliance personnel are fully aware of the contents of long-term storage freezer spaces and remain in compliance with federal guidelines for storage and security of biological agents.

3 APPLIES TO

This policy applies to all laboratories at the University of Connecticut, Storrs, Avery Point, Hartford, Stamford, or Waterbury campuses, conducting or sponsoring diagnostic, research or teaching activities who use long-term ultra-low temperature storage equipment to store biological or biohazardous agents and materials.

4 DEFINITIONS

Biohazardous agent or material: is defined in the Institutional Biosafety Committee's (IBC) Policies and procedures: As any microorganism (including, but not limited to, bacteria, viruses, fungi, rickettsiae, prions or protozoa), or infectious substance, or any naturally occurring, bioengineered or synthesized component of any such microorganism or infectious substance, capable of causing: death, disease, or other biological malfunction in a human, an animal, a plant, or other living organism; or deterioration of food, water, equipment, supplies, or material of any kind; or deleterious alteration of the environment.

Biological agent or material: is any of the following requiring IBC oversight: recombinant or synthetic nucleic acid materials, biological agents and toxins, bacteria and their phages and plasmids, viruses, fungi, mycoplasmas, prions, and parasites; human and non-human primate tissues, body fluids, blood, blood byproducts, and cell lines, animal remains and insects that may harbor zoonotic pathogens.

5 POLICY STATEMENT

An inventory of the contents of ultra-low temperature storage equipment will be created and maintained for each unit on campus. Ultra-low temperature storage equipment will be locked when located in common or shared spaces.

6 ENFORCEMENT

Violations of this policy and any related procedures may result in appropriate disciplinary measures in accordance with University Laws and By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Conduct Code.

7 RESPONSIBILITIES

7.1 PRINCIPAL INVESTIGATORS, LABORATORY DIRECTORS, MANAGERS, AND SUPERVISORS

- Establish and maintain a comprehensive inventory of all biological agents and materials in long term ultra-low temperature storage.
- Update the inventory at least annually.

- Provide Biosafety with an electronic copy of the inventory (or scanned documents if they are not yet electronic) or a means to access network hosted inventories as part of the IBC registration process.
- Lock units located in common or shared spaces
- Label each unit with their name and emergency contact information.
- Notify Biosafety in the event of freezer failures resulting in loss of materials.

7.2 LABORATORY PERSONNEL

- Follow the established inventory system.

8 FORMS/PROCEDURES

- The contents of each freezer must be easily identified when referencing the inventory. At a minimum, an electronic copy must be kept using spreadsheet or database software. If your inventory includes any amount of an exempt, Select Agent please refer to requirements of the Select Agent Regulations.
- The inventory records must include the following information, at a minimum:
  - Location-Freezer or dewar number, shelf and/or rack identifier (number or letter).
  - Box details-Box identifier (number or letter) and location within box (if box dividers are used).
  - Sample identifier must be clearly written or typed e.g. Genus and species, antibody type, primers.
  - Date of acquisition
- Additional helpful details:
  - Sample source (colleague, company)
  - Sample owner (or someone who may be more familiar with details of the sample)
- If samples are found belonging to an owner who is no longer present in the lab the samples must be disposed of unless someone else in the laboratory takes ownership. This information should be reflected in the inventory.
- The following is an example of an inventory layout. Minimum requirements are highlighted.

Freezer #1								
Sample ID	Shelf #	Rack #	Box #	Slot #	Sample Description	Date of Acquisition	Source	Notes
Colony 53	2	2	4	D3	*E. coli* Glycerol stock	7/22/13	Prof. X	n/a
Purified mRNA Samples 1-80	4	1	1	Full box	Purified mRNA Samples from *Mus musculus* experiment 23	8/15/11	n/a	See notebook number 3 page 57