

March 8, 2006

Dear SDSU Chairs and Directors:

SDSU is responsible for ensuring compliance with local, state, and federal regulations and guidelines regarding the storage, handling and transport of biohazardous materials. On behalf of SDSU, the Institutional Biosafety Committee (IBC) reviews and approves work with biohazardous materials for this purpose.

Biohazardous material include, but are not limited to; infectious microorganisms, recombinant DNA, genetically modified microorganisms, human and non-human primate cells, cell culture, tissues, blood, blood products and other body fluids (e.g., saliva, sputum, urine), infectious plants and animals, and animals known to be reservoirs of zoonotic agents (whether alive or dead).

SDSU faculty, staff or students who currently possess, store, use, or transport any of these biohazardous materials, which are used in teaching or research, on or off campus, must submit a completed Biosafety Use Authorization (BUA) application form to the SDSU IBC. The BUA application form will be reviewed by the Institutional Biosafety Officer for activities involving biohazardous materials at Biosafety Level 1. The BUA application form will be reviewed by the IBC for activities involving biohazardous materials at Biosafety Level 2 or 3. Upon approval, teaching and research activities involving biohazardous materials may commence at the designated biosafety level. Funds managed through the SDSU Research Foundation will be held until IBC approval is secured.

The BUA application form, regulatory requirements and guidelines may be found online at the Department of Environmental Health and Safety, [Biosafety](#) web page. Millie Tran, the Institutional Biosafety Officer, is available to answer questions concerning the application process, shipping on or off campus or any other biosafety requirements, you can contact her at mdizon@mail.sdsu.edu or 619-594-2865.

To ensure the academic and research community is aware of the submission deadlines and compliance requirements, please forward this message to faculty or staff within your department who use the biohazardous materials described above for teaching or research. Thank you in advance.

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