**Ordering Process**

**for**

**Biological and Microbiological Material**

If you require biological or microbiological material from a distributor, e.g., [ATCC](https://www.atcc.org), [BEI](https://www.beiresources.org), [CDC](https://www.cdc.gov/drugresistance/resistance-bank/index.html), etc., please refer to the company’s website for specific instructions to place an order.

The application process may involve filling out a BSL1 to BSL-3 registration application to certify the containment level of the lab, and/or a Material Transfer Agreement.

**For the Lab-related Documents:**

1. Please fill out and send the completed online lab-related document to the Biosafety Officer at uhs@umn.edu.
2. The Biosafety Officer will require additional information to certify the containment level of the lab prior to signing off, therefore please send the following information via email to [uhs@umn.edu](mailto:uhs@umn.edu):
   1. Name of the Principal Investigator.
   2. Building and Room number of the lab where the work will take place. If the room is a shared space, please provide the name of the PI the space is assigned to if different than listed above.
   3. Biological material being ordered.
   4. A short description of work that is planned.
   5. IBC protocol number associated with the work, if applicable.

**For the Material Transfer Agreement:**

1. See the Sponsored Projects Administration’s [Material Transfer Agreements](https://research.umn.edu/units/spa/unfunded-agreements/material-transfer-agreements) website for more information.

Please contact University Health & Safety (uhs@umn.edu or 612-626-6002) if you have any further questions.