



THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

Department of Occupational Health and Safety

MEMORANDUM

DATE: August 6, 2002

TO: Deans, Department Chairs, and Administrators
University of Alabama at Birmingham
University Hospital
UAB Health Systems

FROM: Max L. Richard, Asst. VP Occupational Health and Safety
Responsible Facility Official for UAB Select Agent Program
CH19, Suite 445 35294-2041

SUBJECT: **Urgent Notice of Federal Mandatory Reporting Requirement**

Today a list of regulated biological agents and toxins known as "select agents" was published in the [Federal Register](#) Vol. 67, No. 151, pages 51058-51064. Today's list adds agents to the existing "[select agents](#)" list that has been in effect since 1997. As a result of the [USA PATRIOT Act](#), every institution/organization possessing, using, or transferring these agents is required **by law** to notify the Secretary of the Department of Health and Human Services of such possession by September 10, 2002. As the responsible facility official (RFO), I will act as the point of contact with the Secretary, CDC, and other federal officials regarding this notification.

In order to complete this mandatory requirement within such a short timeframe, your prompt and accurate response is essential. Any false statements or inaccuracies in this reporting could result in individual fines of up to \$500,000 or imprisonment up to five years, or both for each violation (18 USC parts 1001, 3559, 3571).

Please distribute the attached form to each member of your faculty. Each researcher, faculty member, physician, or employee that is responsible for biological or toxin stocks, collections, inventories, old samples, storage areas, refrigerators, freezers, or other areas where these agents may be located must survey their areas and complete separate declaration forms. Each form must then be signed by their Dean / Chair / Administrator and forwarded to UAB Occupational Health & Safety as indicated on the form. **As Dean / Chair / Administrator, you must ensure that all areas complete and submit their declaration forms to OH&S on or before Wednesday August 28, 2002.**

Anyone wishing to dispose of any agents on this list before the declaration deadline must contact UAB OH&S for instructions (4-2487).

This inventory is one of many changes universities and organizations will be encountering as a direct result of Biodefense Response. It is crucial that inventories be kept up to date and all material be kept in secure locations as periodic inventory reporting will be required in the future.