



Bio Basics Fact Sheet: ATCC

ATCC may require Certification of a Lab to place an order for material

Process for Certification of a Lab

EHS will need to inquire about the work to be done with the material before signing off.

Sample questions:

- If using Infectious agents or rDNA has the required IBC approval been obtained?
- If using Human cells or Infectious agents,
 - is the required BBP training completed?
 - is work on the material done at BSL2?
 - is there a biological safety cabinet and eyewash?
 - annual lab visits by Biosafety Staff?
 - please keep a copy of [Working with Human/Other Primate Cells, Tissues, or Human Derived Products](#) fact sheet with your SOPs.

Potential Paper Work for ATCC from the PI

Letter with the facility description (available from DEHS) can be customized by the researcher.

Materials Transfer Agreement

ATCC provides copies of the forms it requires and they are specific to the order.

Examples of commonly required forms from ATCC

- New account form signed by the Biosafety Officer (available from ATCC)
- CAR: Customer acceptance of responsibility (available from ATCC)
- Master Biosafety Upgrade Application (available from ATCC)

ATCC requires a Materials Transfer Agreement

<http://www.atcc.org/MaterialTransferAgreement/tabid/613/Default.aspx>

Researchers may need to bring a New Account Form from the ATCC that has a sign off box for the environmental safety officer to sign on behalf of the institution.

EHS has a template with a "Facility Description",

<http://www.dehs.umn.edu/Docs/ATCCTemplate.doc> (a generic description of a typical lab at

the umn) for researchers to complete if ATCC requires it. Our template has been accepted by ATCC with previous orders.

The ATCC is only asking for a very general description, it does not have to be complex or provide much detail.
Researchers may create their own description.

If required researchers should fill out a copy and print it on their Departmental LETTERHEAD.