

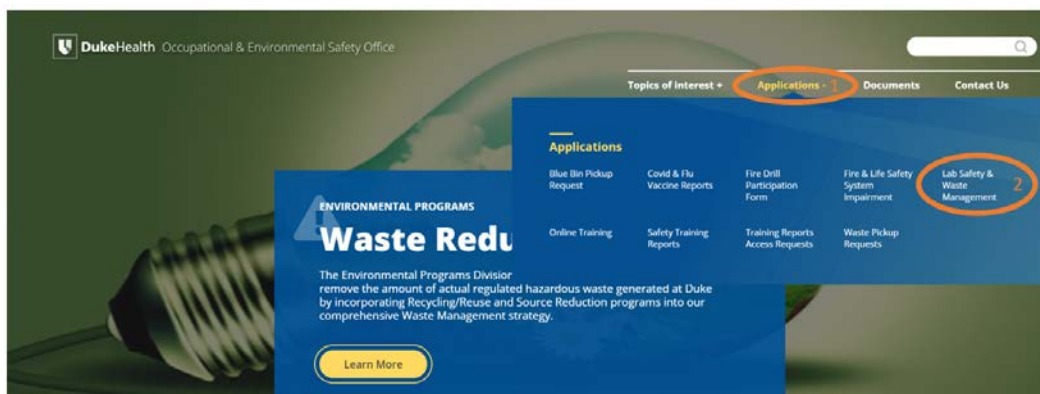
Help Guide Master Document

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A. How to Find the Biological Materials Reporting System (BMRS)

1. Direct your web browser to <https://www.safety.duke.edu/>
2. Click on the “Applications” menu on the top right corner of the website
3. Click on the “Lab Safety & Waste Management” item on the menu



4. Log into the Laboratory Safety and Waste Management System using your NetID



You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>.

NetID

Current students, faculty, staff, sponsored guests

NetID

Password

[Forgot your password?](#)

Multi-factor Authentication

Use Duo Push (Mobile Phone)

Call phone (Mobile Phone)

Send SMS codes (Mobile Phone)

Or, enter pass code/YubiKey@:
 [What are pass codes?](#)

Remember device for 72 hours

[Forgot your device?](#)

[Have a new device?](#)

Log In

5. On the bottom left corner, click on "Biological Reporting" to access the BMRS

April 18, 2023 Home PI Summary Reports ▾ Maintenance Logout

Lab Safety >> PI Summary

Enter a PI Type Active Inactive All N=1163

PI Profile

PI Name: _____

Buildings/Rooms: _____

Contacts: _____ ★
 _____ ★

Department: _____

Phone: _____

Email: _____

Mailing Address: _____

Physical Address: _____

Compliance Information

Last Audited:	Compliance Date:
Last Audit Result:	Next Audit Due:
Followup Req./Resolved:	Audit Frequency:
Followup Suggested:	
BSL Level (Per Audit):	
BSL Level (Per Room):	
Classification(s):	
Comments:	

[Audit History](#) [Print Summary](#)

B. How to Complete the BMRS

First Report

1. Click on “Click Here To Report Your Biological Materials”

Biological Materials Reporting Home

Welcome to the Biological Materials Reporting System

This system allows the laboratory to track biological materials used or stored. This is NOT an inventory system and does NOT require vials or quantities to be tracked. Each PI or proxy must report the biological materials and where they are used. Based on this information, OESO will provide the necessary training and other safety guidance. If you are associated with more than one PI, you can change from one PI to another using the dropdown box at the upper right of the screen. Each PI's information should be completed before changing to another. If you have any questions or concerns, feel free to reach out to the Biological Safety Division, OESO at 919-684-8822.

[Click Here To Report Your Biological Materials](#)

Attested By	Created By	Last Updated	Actions	Submitted?
No completed inventories were found				

2. Add the biological materials that are used or stored in the lab

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

+ Add Biological Materials

Category	Biological Material	Info	Amount (select toxins only)	Delete
----------	---------------------	------	-----------------------------	--------

Select any Biological Materials for this report.

I attest that the PI does not have any biological materials in their possession in any of their spaces.

[Save and Continue](#)

- a. If you can't find a biological material in the list, use the "Suggest a new biological material" button at the bottom of the page

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

+ Add Biological Materials

Category	Biological Material	Info	Amount (select toxins only)	Delete
----------	---------------------	------	-----------------------------	--------

Add Biological Material(s)

Id	Category
> 1	Animal Tissue/Product
> 2	Bacteria
> 3	Dinoflagellate
> 4	Fungi
> 5	Human Tissue/Product
> 6	Parasite
> 7	Plant/Product/Plant Pathogen
> 8	Prions/Prion-Like Particles
> 9	Toxin (Exempt Quantities of Select Toxin)
> 10	Toxin (Non-Select)
> 11	Viral Vectors/Recombinant Nucleic Acids
> 12	Viruses (not viral vectors)

[Suggest New Biological Material](#) [I'm Done Adding Biological Materials](#)

Select any biological materials for this report.

- b. If you don't use any biological materials in the lab, press the "I attest that I don't use any biological materials" button at the bottom of the page

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

+ Add Biological Materials

Category	Biological Material	Info	Amount (select toxins only)	Delete
Select any Biological Materials for this report.				
<input type="checkbox"/> I attest that the PI does not have any biological materials in their possession in any of their spaces.				

Save and Continue

3. Select the "I'm Done Adding Biological Materials" button when you have input all the biological materials used or stored in the laboratory.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

+ Add Biological Materials

Category	Biological Material	Info	Amount (select toxins only)	Delete
Add Biological Material(s)				
Id	Category			
> 1	Animal Tissue/Product			
> 2	Bacteria			
> 3	Dinoflagellate			
> 4	Fungi			
> 5	Human Tissue/Product			
> 6	Parasite			
> 7	Plant/Product/Plant Pathogen			
> 8	Prions/Prion-Like Particles			
> 9	Toxin (Exempt Quantities of Select Toxin)			
> 10	Toxin (Non-Select)			
> 11	Viral Vectors/Recombinant Nucleic Acids			
> 12	Virus (not viral vectors)			
Suggest New Biological Material I'm Done Adding Biological Materials				
Select any Biological Materials for this report.				

4. If the laboratory has any Toxin (Exempt Quantities of Select Toxin), enter the amount in the table. See example below.

Category	Biological Material	Info	Amount (select toxins only)	Delete
Toxin (Exempt Quantities of Select Toxin)	Abrin		<input type="text" value="5.000000"/> mg	

5. Press "Save and continue"

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

+ Add Biological Materials

Category	Biological Material	Info	Amount (select toxins only)	Delete
Toxin (Exempt Quantities of Select Toxin)	Abrin		<input type="text" value="5.000000"/> mg	<input type="button" value="X"/>

I attest that the PI does not have any biological materials in their possession in any of their spaces.

6. Select which rooms each biological material is used in. When you are done, click "Save and Continue" at the bottom right of the screen.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update room info about the biological materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

Biological Material(s)	Storage Only	Choose Rooms
Category: Bacteria		
<biological material>	<input type="checkbox"/> Storage Only (Not In Use)	<input type="checkbox"/> Check All <input type="checkbox"/> Bldg: <Building ID> , Room: # <input type="checkbox"/> Bldg: <Building ID> , Room: #

- a. If the biological material is only being stored (has not and will not be used for at least 12 months), click the "storage only" option.
7. Review all the selected biological materials and their selected rooms. Then tap the "Save and Continue" button at the bottom right of the screen.

Biological Material	Amount (mg)	Rooms
Category: Bacteria		
<biological material>		<input checked="" type="checkbox"/> Bldg: <Building ID> Room: # <input checked="" type="checkbox"/> Bldg: <Building ID> Room: #


8. On the next screen, open the Federal Select Agents and Toxins List by clicking the "Click Here" link. Once you have viewed the Federal Select Agents and Toxins List, you will be able to answer

the question(s) below.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review **Attestation**

Now we need you to answer the following questions, attesting to your storage and usage of agents and toxins.

 After answering the following questions, you will be prompted to type your name to officially attest to the accuracy of your responses.

After typing your name, click the 'Submit Report' button to finalize your report.

IMPORTANT! Before answering the following questions, you must first [Click Here](#) to review the latest Federal Select Agents and Toxins List.

1. Do you work with or store any of the agents or toxins listed by the Federal Select Agent Program (refer to the link above)?

Yes

No

9. After answering the questions, type your name in the attestation textbox. Then click “Submit Report” button.

1. Do you work with or store any of the agents or toxins listed by the Federal Select Agent Program (refer to the link above)?

Yes

No

2. Have you listed all of them in this report?

Yes

No

I attest that my above responses are accurate, by typing my name in the following textbox:

Subsequent Reports

1. Press “Click Here To Report Your Biological Materials”.

[Click Here To Report Your Biological Materials](#)

Attested By	Created By	Last Updated	Actions	Submitted?
<Name>	<Name>	mm/dd/yyyy	<input type="button" value="View"/>	✓
<Name>	<Name>	mm/dd/yyyy	<input type="button" value="View"/>	✓

2. Review the list of biological agents from the previous report.
- If you don't use any biological materials in the lab, press the “I attest that I don't use any biological materials” button at the bottom of the page
 - If you need to remove any biological materials, click the red “X” in the Delete column.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials | Rooms | Review | Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

+ Add Biological Materials

Category	Biological Material	Info	Amount (select toxins only)	Delete
Bacteria	Agrobacterium			<input type="checkbox"/>
Fungi	Candida			<input type="checkbox"/>
Fungi	Kluyvermyces			<input type="checkbox"/>
Toxin (Exempt Quantities of Select Toxin)	Ricin		<input type="text" value="34.000000"/> mg	<input type="checkbox"/>
Toxin (Non-Select)	Lipopolysaccharide / endotoxin			<input type="checkbox"/>

I attest that the PI does not have any biological materials in their possession in any of their spaces. **a**

- c. Add any new biological materials that are used or stored in the lab not already listed on the list at bottom of page
 - i. If you can't find a biological material in the list, use the "Suggest a new biological material" button at the bottom of the page.

+ Add Biological Materials 1

Category	Biological Material	Info	Amount (select toxins only)	Delete
----------	---------------------	------	-----------------------------	--------

Add Biological Material(s)

Id	Category
> 1	Animal Tissue/Product
> 2	Bacteria
> 3	Dinoflagellate
> 4	Fungi
> 5	Human Tissue/Product
> 6	Parasite
> 7	Plant/Product/Plant Pathogen
> 8	Prions/Prion-Like Particles
> 9	Toxin (Exempt Quantities of Select Toxin)
> 10	Toxin (Non-Select)
> 11	Viral Vectors/Recombinant Nucleic Acids
> 12	Virus (not viral vectors)

Suggest New Biological Material 2 I'm Done Adding Biological Materials

Bacteria	Agrobacterium			
Fungi	Candida			
Fungi	Kluyvermyces			
Toxin (Exempt Quantities of Select Toxin)	Ricin			
Toxin (Non-Select)	Lipopolysaccharide / endotoxin			

3. Click the “I’m Done Adding Biological Materials” button when you have finished adding any new biological materials.

+ Add Biological Materials				
Category	Biological Material	Info	Amount (select toxins only)	Delete
Add Biological Material(s)				
Id	Category			
> 1	Animal Tissue/Product			
> 2	Bacteria			
> 3	Dinoflagellate			
> 4	Fungi			
> 5	Human Tissue/Product			
> 6	Parasite			
> 7	Plant/Product/Plant Pathogen			
> 8	Prions/Prion-Like Particles			
> 9	Toxin (Exempt Quantities of Select Toxin)			
> 10	Toxin (Non-Select)			
> 11	Viral Vectors/Recombinant Nucleic Acids			
> 12	Virus (not viral vectors)			
Suggest New Biological Material		I'm Done Adding Biological Materials		
Bacteria	Agrobacterium			
Fungi	Candida			
Fungi	Kluyvermyces			
Toxin (Exempt Quantities of Select Toxin)	Ricin			
Toxin (Non-Select)	Lipopolysaccharide / endotoxin			

4. Continue through the system, inputting information if needed, such as for changed rooms or any newly added biological materials or rooms. If you haven’t changed any information, confirm that the information is still correct from the previous report. Click “Save and Continue” at the bottom of each page to progress through the system.
5. On the next screen, open the Federal Select Agents and Toxins List by clicking the “Click Here” link. Once you have viewed the Federal Select Agents and Toxins List, you will be able to answer

the question(s) below.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials | Rooms | Review | Attestation

Now we need you to answer the following questions, attesting to your storage and usage of agents and toxins.

i After answering the following questions, you will be prompted to type your name to officially attest to the accuracy of your responses.

After typing your name, click the 'Submit Report' button to finalize your report.

IMPORTANT! Before answering the following questions, you must first [Click Here](#) to review the latest Federal Select Agents and Toxins List.

1. Do you work with or store any of the agents or toxins listed by the Federal Select Agent Program (refer to the link above)?

Yes

No

6. After answering the questions, type your name in the attestation textbox. Then click the "Submit Report" button.

1. Do you work with or store any of the agents or toxins listed by the Federal Select Agent Program (refer to the link above)?

Yes

No

2. Have you listed all of them in this report?

Yes

No

I attest that my above responses are accurate, by typing my name in the following textbox:

C. How to add biological materials to your report

You've gotten a new biological material to work with and are excited to work with it. But how do you enter it into your Biological Reporting?

1. Each report is no longer editable once you have reached the attestation page, so you will need to click on the "Click Here To Report Your Biological Materials".

[Click Here To Report Your Biological Materials](#)

Attested By	Created By	Last Updated	Actions	Submitted?
<Name>	<Name>	mm/dd/yyyy	<input type="button" value="View"/>	✓
<Name>	<Name>	mm/dd/yyyy	<input type="button" value="View"/>	✓

- Click on the “Add New Biological Materials” on the first page. Then find the major category for your new biological material.

Id	Category
> 1	Animal Tissue/Product
> 2	Bacteria
> 3	Dinoflagellate
> 4	Fungi
> 5	Human Tissue/Product
> 6	Parasite
> 7	Plant/Product/Plant Pathogen
> 8	Prions/Prion-Like Particles
> 9	Toxin (Exempt Quantities of Select Toxin)
> 10	Toxin (Non-Select)
> 11	Viral Vectors/Recombinant Nucleic Acids
> 12	Virus (not viral vectors)

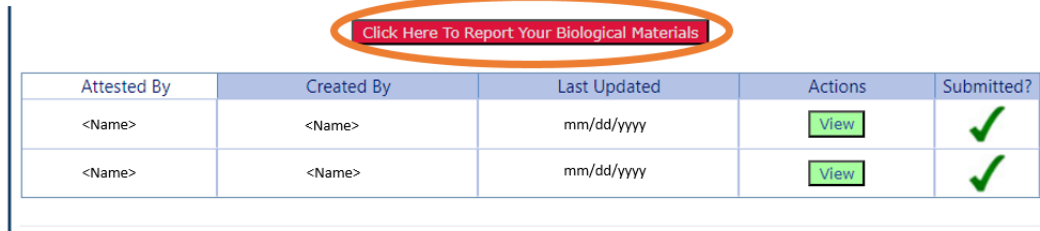
- Clicking on the major categories will open a dropdown of biologicals materials. Most are at the genus level. Some higher-risk materials are at the genus and species level. Click on the biological material you want to add, and it will automatically be added to your list at the bottom of the page.

Id	Category
> 1	Animal Tissue/Product
∨ 2	Bacteria
Biological Material	
Add	22 Acinetobacter
Remove	23 Agrobacterium
Add	24 Amycolatopsis
Add	25 Bacille Calmette-Guérin (BCG)
Add	26 Bacillus
Add	27 Bacillus anthracis, Select Agent excluded
Add	28 Bordetella pertussis
Add	29 Borellia
Add	30 Chlamydia

D. How to delete biological materials from your report

Perhaps you no longer have a biological material in inventory or you have accidentally included a biological material that you do not have in your inventory. How do you delete it from your Biological Reporting?

1. Each report is no longer editable once you have reached the attestation page, so you will need to click on the "Click Here To Report Your Biological Materials".

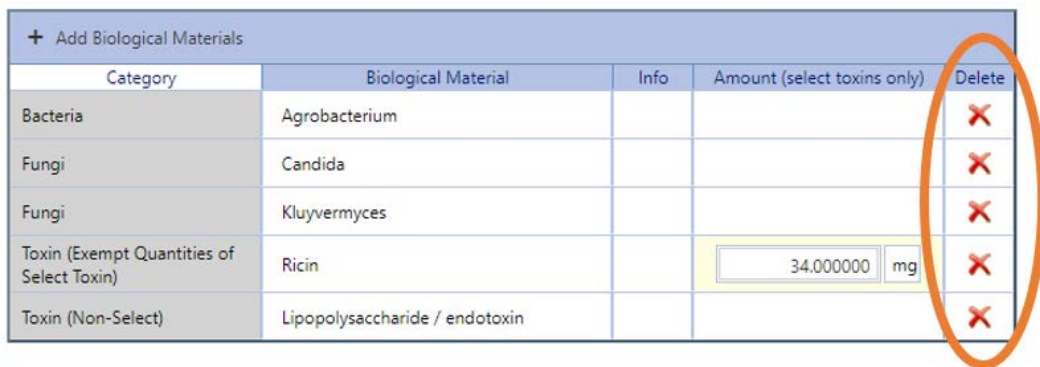


The screenshot shows a table with the following structure:

Attested By	Created By	Last Updated	Actions	Submitted?
<Name>	<Name>	mm/dd/yyyy	View	✓
<Name>	<Name>	mm/dd/yyyy	View	✓

A red button labeled "Click Here To Report Your Biological Materials" is circled in orange above the table.

2. Once you have started the new report, remove any biological material(s) no longer in your lab by clicking the red "X" in the delete column.



The screenshot shows a table titled "+ Add Biological Materials" with the following structure:

Category	Biological Material	Info	Amount (select toxins only)	Delete
Bacteria	Agrobacterium			X
Fungi	Candida			X
Fungi	Kluyvermyces			X
Toxin (Exempt Quantities of Select Toxin)	Ricin		<input type="text" value="34.000000"/> mg	X
Toxin (Non-Select)	Lipopolysaccharide / endotoxin			X

The "Delete" column, containing red "X" icons, is circled in orange.

3. If you have accidentally added a biological material while you are picking them from the dropdown list, you can click the "Remove" button and it will be removed from the list.



The screenshot shows a dropdown menu for "Bacteria" with 2 items. The "Remove" button for the selected item "Agrobacterium" is circled in orange.

Biological Material
Add 22 Acinetobacter
Remove 23 Agrobacterium

E. How to suggest adding a biological material not in the list/system

In the list, you are unable to find a biological material that you have in inventory and would like to suggest an addition to the list?

1. Click the 'Suggest New Biological Material' button on the bottom-left of the expanded 'Add biological material(s)' panel.

2. Enter the suggested biological material in the text box and click 'Submit Suggestion' for review and addition to the list. An email will be sent to biosafety@duke.edu for review.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

Step 1. Add any new biological material(s) by clicking the "+" icon. When you are finished adding, click the 'I'm Done Adding Biological materials' button. If you do not see your biological material listed, click the 'Suggest New Biological Material' button on the bottom-left of the expanded 'Add biological material(s)' panel to submit your biological material for review and addition to the list.

Step 2. If you do not possess any biological materials, please select the attestation at the bottom of the page. Then move to step 5.

Step 3. Remove any biological material(s) no longer in your lab by clicking the "red X" icon.

Step 4. Update the amounts for any 'Exempt Quantities of Select Toxins'. If you possess amounts in excess of the [permissible limits](#), please contact the Duke Select Agent Program immediately at 919-684-8822.

Step 5. Click 'Save and Continue'. Please note that this page will check that all required fields are complete before allowing you to continue. Any error messages will be listed at the bottom of this page.

+ Add Biological Materials

Category	Biological Material	Info	Amount (select toxins only)	Delete
Add Biological Material(s)				
Id	Category			
> 1	Animal Tissue/Product			
> 2	Bacteria			
> 3	Dinoflagellate			
> 4	Fungi			
> 5	Human Tissue/Product			
> 6	Parasite			
> 7	Plant/Product/Plant Pathogen			
> 8	Prions/Prion-Like Particles			
> 9	Toxin (Exempt Quantities of Select Toxin)			
> 10	Toxin (Non-Select)			
> 11	Viral Vectors/Recombinant Nucleic Acids			
> 12	Virus (not viral vectors)			

Suggest a new Biological ...

Biological Material(s):

Submit Suggestion

SuggestAgentPopup.aspx

Suggest New Biological Material 1

I'm Done Adding Biological Materials

F. How to add a biological material to a room

Follow the Instructions under the Rooms tab that can be down via the "Click Here To Show/Hide Instructions (+/-)" button.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

Biological Material(s)	Storage Only	Choose Rooms
Category: <category>		
<biological material>	Storage Only (Not In Use) <input type="checkbox"/>	<input type="checkbox"/> Check All <input type="checkbox"/> Bldg: <Building ID> , Room: # <input type="checkbox"/> Bldg: <Building ID> , Room: #

Save and Continue

If there are any rooms incorrect and/or missing in the “Choose Rooms” column, please update them following the instructions under Help Guide G. If all applicable rooms are available in this menu, check-mark all the rooms where each biological material is used. In addition, there is a check-all option that should be marked if the biological material is used in all the displayed rooms.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

Biological Material(s)	Storage Only	Choose Rooms
Category: <category>		
<biological material>	Storage Only (Not In Use) <input type="checkbox"/>	<input type="checkbox"/> Check All <input type="checkbox"/> Bldg: <Building ID> , Room: # <input type="checkbox"/> Bldg: <Building ID> , Room: #

Save and Continue

If a biological material is in storage only (not being used), check-mark the Storage-Only checkbox. “Storage ONLY” means research does not currently include the use of this biological material, but the lab wants to keep the biological material in long-term storage. If the lab decides to work with the biological material, the rooms should be updated accordingly.

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

Biological Material(s)	Storage Only	Choose Rooms
Category: <category>		
<biological material>	Storage Only (Not In Use) <input type="checkbox"/>	<input type="checkbox"/> Check All <input type="checkbox"/> Bldg: <Building ID> , Room: # <input type="checkbox"/> Bldg: <Building ID> , Room: #

When you are done updating the room info below, click the 'Save and Continue' button. Please note that this page will check that all required fields are complete before allowing you to continue.

Specify the Biological Materials in your lab and report amounts/locations

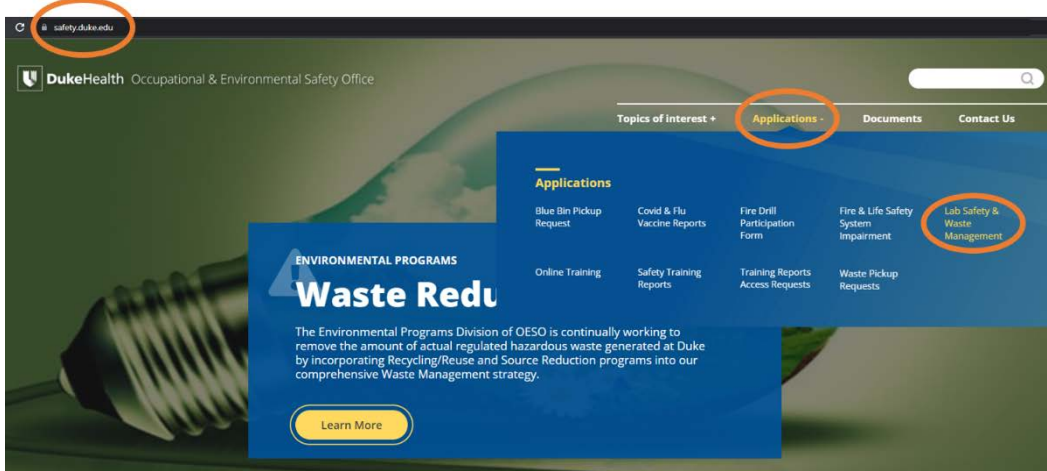
Biological Materials Rooms Review Attestation

Please complete the following steps to update information about the Biological Materials in your lab:
[Click Here To Show/Hide Instructions \(+/-\)](#)

Biological Material(s)	Storage Only	Choose Rooms
Category: <category>		
<biological material>	Storage Only (Not In Use) <input type="checkbox"/>	<input type="checkbox"/> Check All <input type="checkbox"/> Bldg: <Building ID> , Room: # <input type="checkbox"/> Bldg: <Building ID> , Room: #

G. How to add a room to the PI list

At the website <https://www.safety.duke.edu>, hover over "Applications +" in the top menu. Choose Laboratory Safety & Waste Management from the blue menu box that appears.



Login with your Duke NETID. Click on “Manage Rooms” from the top menu.



Choose “Edit Rooms” from the appearing dropdown menu.



Review the rooms in your “Edit Room List”. To add a room, click on the “+ Add Building/Room” button.



Choose the desired building and room from the displayed dropdown boxes and click “Save”.

DUKEHEALTH.ORG SCHOOL OF MEDICINE DUKE UNIVERSITY

OCCUPATIONAL & ENVIRONMENTAL SAFETY OFFICE
Laboratory Safety Management
www.safety.duke.edu

Lab Safety Management: Edit Rooms Welcome: <name>

<date> | PI Summary | Manage Rooms | Lab Contacts | Need Help? | Logout

Lab Safety >> Edit Rooms

Edit Room List

+ Add Building/Room

Building	Room	Edit Details	Delete
Add a new building/room			
Building: <input type="text" value="--- Please select a building ---"/>			
Room: <input type="text" value="--- Please select a room ---"/>	Room not in List		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>		
French Family Science Center	3242	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

ChemWaste Pickup
 RadWaste Pickup
 Request History
 Order Labels By Mail
 Order Containers
 Chemical Lookup
 Chemical Reporting
 Chemical Exchange
 BAM Ordering

H. How to view previous reports

1. After getting to the BMRS (see section A), you will be able to see the previously completed reports for the Principal Investigator you have access to. If you have access to multiple PIs, click on the drop-down menu (#1) at the top of right of the page and select the appropriate PI.
2. Then at the bottom of the page, you will be able to access previously completed reports. Click on "View" button (#2) to see the individual reports.
 - a. Only finalized and submitted reports (green check mark), will have the "View" option available.
 - b. Reports that show the "Edit" button have not been completed and submitted. They are in draft.
 - c. Note: When "View" is clicked, the report opens in a new window.

Biological Materials Reporting

Enter a PI Type Active Inactive All **1** N=1163

Biological Materials Reporting Home

Welcome to the Biological Materials Reporting System

i This system allows the laboratory to track biological materials used or stored. This is NOT an inventory system and does NOT require vials or quantities to be tracked. Each PI or proxy must report the biological materials and where they are used. Based on this information, OESO will provide the necessary training and other safety guidance. If you are associated with more than one PI, you can change from one PI to another using the dropdown box at the upper right of the screen. Each PI's information should be completed before changing to another. If you have any questions or concerns, feel free to reach out to the Biological Safety Division, OESO at 919-684-8822.

[Click Here To Report Your Biological Materials](#)

Attested By	Created By	Last Updated	Actions	Submitted?
<Name>	<Name>	mm/dd/yyyy	2 View	✓
-	<Name>	mm/dd/yyyy	Edit	✗

I. How to complete the attestation page

1. After reviewing your selections/modifications on the “Review” tab, when you click on “Save and Continue,” BMRS will take you to the “Attestation” tab. Read the instructions in the yellow box and then click on the “Click Here” link to review the Federal Select Agents and Toxins list. The list will open in your web browser.

Bio-Materials Reporting >> Submission Select PI: Adams, Samuel

Specify the Biological Materials in your lab and report amounts/locations

Biological Materials | Rooms | Review | **Attestation**

Now we need you to answer the following questions, attesting to your storage and usage of agents and toxins.

i After answering the following questions, you will be prompted to type your name to officially attest to the accuracy of your responses.

After typing your name, click the 'Submit Report' button to finalize your report.

IMPORTANT! Before answering the following questions, you must first [Click Here](#) to review the latest Federal Select Agents and Toxins List.

1. Do you work with or store any of the agents or toxins listed by the Federal Select Agent Program (refer to the link above)?

Yes

No

[Submit Report](#)

2. After reviewing the list, return to BMRS and answer the questions to complete the attestation. Note: The question(s) will be greyed out until the link is clicked.
3. You must type your full name in the box before clicking “Submit Report” to attest the responses you have provided. Once all responses are validated, you will be taken to the BMRS home page.