

California State University, Long Beach

Office of University Research

Standard Operating Procedure

TRANSFER OF BIOLOGICAL MATERIALS TO or FROM CSULB USING THE BIOLOGICAL MATERIAL TRANSFER AGREEMENT (BMTA)

As defined by the NIH, “A Material Transfer Agreement generally is utilized when any proprietary material is exchanged, and when the receiving party intends to use it for his/her own research purposes.” Examples of materials that may require a BMTA are plant, human, or animal-derived biological samples, research animals, research tools, viruses and bacterial cultures, cell lines, DNA libraries, monoclonal antibodies, organisms, clones or cloning tools.

Individuals who wish to *send* proprietary biological materials from CSULB to another research institution, must complete all three steps listed below *before* initiating the transfer. For the exchange of non-proprietary biological material for research or teaching, a Simple Letter Agreement should be used. [simple letter of agreement.doc](#)

1. The CSULB employee sending the material (provider) must complete the BIOLOGICAL MATERIAL TRANSFER AGREEMENT form. This Form is available from the Office of University Research. <http://www.csulb.edu/divisions/aa/research/our/compliance/biosafety/documents/BiologicalMaterialTransferForm.doc>
2. After the BMTA form is filled out by the provider, it must be reviewed and signed by the Campus Biosafety Officer (MICRO 001, x55623). Shipping of dangerous goods will require the approval by the Campus Biosafety Officer.
3. The BMTA will be forwarded to the Director of Research Compliance, or the Associate Vice President for Research and External Support (FND-310, x5314) for final approval and signature.

For the **receipt** of biological material from an outside entity, the provider may require that a Material Transfer Agreement be completed by the recipient and signed by CSULB officials before the material is shipped. Follow these steps below:

1. Fill out the recipient information and forward the BMTA to the Campus Biosafety Officer at Micro 001.
2. The BMTA will be reviewed by the Biosafety Officer to determine if it is consistent with the recipient's rDNA application and/or other authorizations.

3. The BMTA will be forwarded to the Director of University Compliance for signature approval and returned to the recipient to complete the transaction.
4. Completed BMTA forms will be archived in the Office of University Research.