

## **Required Permissions and Procedures for Transporting Materials When Leaving an NIH Laboratory**

**DATE:** November 19, 2003 (**Updated November 13, 2009**)  
**TO:** NIH Intramural Scientists  
**FROM:** Deputy Director for Intramural Research, NIH  
Deputy Director for Management, NIH  
**SUBJECT:** Required Permissions, Agreements, and Procedures for Transporting  
Materials When Leaving an NIH Laboratory

It is very important to follow checkout procedures when you separate from an NIH laboratory.

All unique materials, including human biospecimens, obtained by NIH researchers are considered federal property. In some circumstances, a departing scientist may request permission to take unique materials from NIH to continue his or her research at a new home institution. You must get permission, in writing, from your lab chief and administrative officer to do this. In addition, when unique materials are transferred outside of NIH, a specific written agreement such as a material transfer agreement or a CRADA must be executed between NIH and the receiving institution. You may take copies of lab notebooks and data (originals must stay at NIH).

When you take materials, you must have a copy of the written authorization and a copy of the written transfer agreement for everything with you and with the shipment, whether you mail, ship, or personally transport the items. You must be sure that arrangements are in place so that the materials will be appropriately received at the new institution. You must also assure that relocated data and materials will be shared according to NIH policy on access to information and materials.

For information on property transfer, please see NIH Manual Chapter:

<http://www1.od.nih.gov/oma/manualchapters/acquisitions/26101-25-2/>

or, for further guidance:

NCI Manual Issuance on Personal Property - Loans and Donations:

<http://camp.nci.nih.gov/admin/oem/mab/26101-25-2-1.htm>

Guidelines for Human Biospecimen Storage and Tracking Within the NIH Intramural Research Program

<http://www1.od.nih.gov/oir/sourcebook/oversight/BiospecimenGuidelines.pdf>

Once you have the authorized property passes and inventory for all materials, you must then arrange for proper shipping or transport. We recommend shipping the materials. To do this,

- The Office of Research Services (ORS) or your IC's certified shipping specialist can help assure that all materials are properly packaged.
- ORS' Division of Occupational Health and Safety (DOHS) can assist with paperwork for biohazardous materials.
- The Quarantine Permit Service Office in DOHS can help you obtain the required permits -- and possibly licenses-- if you plan to send biological materials abroad
- NIH's Freight Forwarding Section (496-1546 or 496-5921) can help identify, and correctly pack, label, and complete required paperwork for materials deemed hazardous (including dry ice) by the Dangerous Goods Regulations of the International Air Transport Association (IATA) and the Department of Transportation.

We strongly advise using shipping services rather than transporting items yourself. But if you do move materials yourself, it is critical that you know the rules for your mode of transport. The Dangerous Goods Regulations dictate that some materials cannot ever be carried on airplanes. For others you must notify the airline that you plan to transport the items. But beyond this, the DOT and IATA regulations do not require airlines to carry any particular article. Even in your personal car, some items cannot be legally transported across state lines unless properly packaged and documented. The Department of Transportation requires documentation for interstate transportation of all hazardous material. DOHS can help.

NIH can help you make arrangements to transfer materials properly before you leave. But if you do not transfer materials properly, you could be found to be violating the law, federal regulations, or NIH policy, resulting in fines, imprisonment, or other legal or administrative sanctions.

Please save this memorandum for future reference - if you have any questions, see your administrative officer.

/s/

Michael M. Gottesman, M.D.  
Deputy Director for Intramural Research

/s/

Charles E. Leasure, Jr.  
Deputy Directory for Management

<http://sourcebook.od.nih.gov/oversight/departurememo.htm>