

LSOP Title	Importing biological material
LSOP No.	LSOP70
Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	Biosecurity Product Reference Working with Biosecurity Goods Transport of Biological Materials
Risk Assessments	
Approved by	Lindsay Shaw
Date Approved	26/04/2022
Date Effective	14/10/2021
Next Review Date	14/10/2026
Contact for Assistance	plantsuccess@uq.edu.au

1.0 Scope

This procedure covers the importation of biological material and extends to the use in UQ only.

This LSOP does not cover the use of biological material, the export of biological material or importation of biological material outside of UQ.

2.0 Definitions

GMO – genetically modified organism

UQ – The University of Queensland

IATA - International Air Transport Association

WHS – Work, Health and Safety

AusPost – Australia Postal Service

3.0 Prescribed Actions

1. If you are transporting GMOs and biological materials, you **MUST** comply with the guidelines for transport, storage and disposal of GMOs, the interstate quarantine rules and the international regulations for transport of dangerous goods.
2. You **MUST** read UQ's current policies and procedures
3. You **MUST** have the appropriate biological permit and approvals

N.B. it is a requirement to keep import permits up to date and a new one MUST be lodged every year/or at the date on the document to ensure coverage

N.B. You must also have the appropriate biosafety permits for use of the organism within the lab here at UQ (i.e. if you are importing tomato, we need to be approved to work with GMO tomato plants)

4. If unsure contact our local WHS coordinator (Mike Phelps) or UQ's Biosafety Team (biosafety@uq.edu.au)
5. Anything imported via air must be packaged and labelled according to International Air Transport Association (IATA) requirements and accompanied by a declaration from an IATA approved packager.
6. The Office of the Gene Technology Regulator provides all permits and approvals for use with GMOs within Australia. Each laboratory must have the appropriate approvals and permits before work commences.
7. You apply for an import permit from the Department of Agriculture and Water Resources – through your local Biosecurity Import Conditions System administrator.
8. If you are ordering from an online supplier – ensure that they have the necessary documents to import into Australia
9. If you are requesting from an overseas university or industry partner, ensure that you give them ALL specifications for packaging, permits, and general postal or courier requirements.

N.B. AusPost won't accept some items; you may need to go through a courier.

4.0 Monitoring and Review

This CSOP will be reviewed annually, or as may be otherwise required because of changes to ARC requirements or changes to institutional policy and procedure.

5.0 Recording and Reporting

The details covered in this LSOP are recorded in the ABC Register and reported to the Centre Executive Committee every 6 months, or earlier if requested.