

BIOLOGICAL PROCUREMENT FLOW CHART

Biological product to be procured.

Biological products may be hazardous or non-hazardous products of human, animal, insect, plant, or microbe origin, including but not limited to:

- Microorganisms and GMOs
- Tissues, cells and cell lines
- Blood products (human or animal)
- Antibodies
- Kits containing biological material (e.g. ELISAs)
- Biological polymers
- DNA/RNA products
- Enzymes

**Animal specimens for teaching dissection can be purchased from a butcher*

Select Biological Material Justification in Unimarket.

Note: for orders that contain biological products AND chemicals. Consult both the chemical and biological procurement flow charts and ensure that all requirements for both are met.

*Please select the justification applicable to the item of **highest risk**. Attach all documents required for BOTH types of products based on procurement flow charts. In the justification, please state "**Order contains chemical and biological products**".*

Determine if biological product is hazardous.

Not hazardous

Continue with purchase as below.

Hazardous

- Complete task risk assessment including biological hazard/s
- Microbiological risk assessment required for Microorganisms and GMOs
- Attach approved RA to Justification in Unimarket

Determine if Institutional Biosafety Committee (IBC) approval is required.

- See [Do I need to apply for IBC approval - Integrity, Ethics and Compliance](#)
- For purchase of [Security Sensitive Biological Agent \(SSBA\)](#), please consult IBC. Facility registration required.

No IBC approval required

Continue with purchase as below.

IBC approval required

- Obtain approval prior to purchasing biological material.
- IBC protocol number required in Unimarket Justification

Is the biological material to be purchased directly from an international supplier?

Importing biological materials from an overseas supplier has specific legislative requirements.

Please note:

- The purchase of products containing biological material may require BICON import permits, please consult [BICON website](#)
- International orders also incur an importation charge which is separate to the Unimarket purchase order. The cost is determined by Customs. FedEx or a similar company will provide an invoice to CSU Accounts which will be passed on to you, the importer.

Local Australian supplier

Continue with purchase as below.

Overseas supplier

- Consult BICON website for information on permit requirements for biological materials
- Apply for permit if required. Permit should be attached to Justification on Unimarket

Assign requisition to an approved biological material buyer

Buyer must check all appropriate documentation is provided.