

Biosafety Program and Forms

Components of the Program Include:

- [Biosafety Program](#) [1]
- [Biosafety Manual](#) [2]
- [Biosafety Training](#) [3] - biosafety training is available online and required for all individuals holding or working under a biohazard permit. Training must be refreshed every 3 years.

Definitions

[List of Biosafety Definitions](#) [4]

Standard Operating Procedures:

- [Biological Spill Response Plan](#) [5]
- [Emergency Procedure for Exposure](#) [6]
- [Loss or Failure of Containment](#) [7]
- [Enhanced Containment - CL2+](#) [8]
- [Autoclave Biohazard Waste](#) [9]

Safety Videos:

The videos below serve as a part of required Annual Emergency response trainings:

- [Biosafety Cabinet setup including spill clean-up inside a BSC](#) [10]
 - Never mix bleach and alcohol for spill clean-up as this combination will be highly toxic and corrosive which can cause damage to your eyes, lungs and liver.
- [Spill clean-up outside Biosafety cabinet](#) [11]
 - The disinfectant to be used and the associated contact time should be that reflected in the applicable biological spill plan.
- [Proper handwashing](#) [12]
- [Proper use of an eyewash station](#) [13]

Frequently Asked Questions:

1. [How to apply for new Biohazard Permit](#) [14]
2. [Understanding the Biohazard permit process](#) [15]
3. [How to write a Lab-Specific Biosafety Manual](#) [16]
4. [How to do training needs assessment](#) [17]
5. [How to register and access Biosafety Training](#) [18]
6. [How to register and access Biosafety Refresher Training](#) [19]
7. [How to renew your RG2 permit through a Change request BSC -8 form](#) [20]
8. [How to renew Storage and/or Risk group 1 permit](#) [21]
9. [How to add/delete biohazards from existing biosafety permit](#) [22]
10. [How to add/delete personnel from existing biosafety permit](#) [23]
11. [How to remove gloves safely](#) [24]
 - Handwashing is strongly recommended in CL2 lab after pulling off gloves
12. [What are the contents of the Biological Spill Kit?](#) [25]

- 13. [How to transport biohazard onsite \(not involving public roads\)](#) [26]
- 14. [How to dispose of Biohazard waste](#) [27]
- 15. [What are housekeeping practices in containment lab?](#) [28]
- 16. [How will my CL2 lab be inspected](#) [29]

Checklists

[Biosafety Cabinet Reminder checklist](#) [30]

[Biohazard Application Submission checklist](#) [31]

Biohazard Forms

Listed below are forms pertaining to the Biohazard Program in alphabetical order, please click on the applicable form required. Please refer to the [Transfers and Imports section](#) for forms related to transfers, imports and exports.

- [ARER - Annual Refresher Emergency Response Certification](#) [32]
- [Agreement on Biosafety \(AOB\)](#) [33]

Level 2 Permit Application

- [Biohazard Main Application - pdf](#) [34]
 - [Instructions for completing Biohazard Permit RG-2 Application](#) [35]

Supplementary Forms

- [BSC-1 Microorganisms and Parasites](#) [36]
- [BSC-2 Cell Cultures](#) [37]
- [BSC-3 Human and Non-Human Primate Source Material](#) [38]
- [BSC-4 Potentially Infectious Animal Source Material](#) [39]
- [BSC-5 Biological Toxin](#) [40]
- [BSC-6 Recombinant DNA](#) [41]
- [BSC-7 Animal Use Involving Biohazardous Materials](#) [42]
- [BSC-8 Change Request](#) [43]
 - [BSC-8 Appendix 1](#) [44]
- [BSC-9 Pathogen Status Update \(*in vitro*\)](#) [45] (To be completed for work involving *in-vitro* analysis)
 - [BSC-9 Pathogen status \(*in vivo*\)](#) [46] (To be completed for work involving *in-vivo* work (i.e. inoculating biohazards in animals). For work involving both *in-vitro* and *in-vivo*, complete this *in-vivo* inventory form only)
- [BSC-10 Laboratory Decommissioning Report](#) [47]

Level 1 Permit Application

- [BSC-11 - Risk Group 1](#) [48]

Storage Application

- [BSC-13 - Risk Group 1 and 2 Storage](#) [49]

Regulatory Forms (*save form and then open saved form in pdf*)

- [Application for Permit to Import Animal Pathogens](#) [50]
- [Application for Permit to Import Animal Products and By-Products](#) [51]
- [Application for Permit to Import Plants and Other Things under the Plant Protection Act](#) [52]

Transfers, Purchases, Imports and Exports

In accordance to the Human Pathogens and Toxins act (HPTA), biohazardous materials imported/exported, purchased and/or transferred from or to the University of Guelph need to be tracked. The movement of the biohazards may also require documents to be included with the shipment. Therefore, follow the establish procedures to notify the Biosafety Officer prior sending and receiving biohazards. All inquiries and/or completed forms should be forwarded to the Biosafety Officer (BSO) via email at bsa@uoguelph.ca [53].

To process purchases, import/export approvals and/or transfer applications, Principal Investigators (PI's) must hold a valid University of Guelph Biohazard Permit. It is the PI's responsibility to ensure compliant movement of biohazards to prevent consequences such as loss of their items and/or regulatory penalties.

For more information on biohazard transfer, import/export and/ or purchases refer to the [Quick Reference Guide](#) [54]. All pertinent forms are referred to in this guide and included below:

- [Biohazard Import/ Export Approval](#) [55] – for movement of biohazards into or out of Canada (including purchases from international sources)
- [Biohazard Domestic Purchase Approval](#) [56] – for purchases of biohazards within Canada
- [Statement for HPTA Non-disclosure](#) [57] – for import of material not regulated by HPTA e.g. Risk Group 1.
- [Biohazard External Transfer Notification](#) [58] – for transfers within Canada but outside of the University
- [Internal BMTA \(see Research Innovation Office\)](#) [59] – for transfers within the University

Dual-Use Research of Concern (DURC)

Within life sciences research, dual use potential refers to the potential for research to either be used for legitimate scientific purposes or intentionally misused. As such it is important to appropriately identify projects that may have this potential for dual use. The following information provides further description of dual use research of concern and its identification:

- [Dual-Use Research of Concern](#) [60]

Additional Resources

Public Health Agency of Canada (PHAC) posters

- [What is Biosafety](#) [61]
- [What is Biosecurity](#) [62]
- [What Biosafety is required in action](#) [63]
- [How to practice Biosafety in the laboratory](#) [64]
- [How to minimize aerosol hazards](#) [65]

Regulatory Links

- [Canadian Biosafety Standard](#) [66]
- [Canadian Biosafety Handbook](#) [67]
- [Human Pathogens and Toxins Act](#) [68]
- [Automated Import Reference System \(AIRS\)](#) [69]
- [Containment Standards for Facilities Handling Plant Pests](#) [70]
- [CFIA - List of pests regulated by Canada](#) [71]

Do not forget to [log out](#) [72] before leaving this page

Source URL: <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/biosafety-forms>

Links

[1] <https://www.uoguelph.ca/hr/system/files/2023%20-%20Biosafety%20Program.pdf> [2]
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