



Biohazard Form Submission Checklist

All biosafety application and supplementary forms are available at [Biosafety](#) page. To know risk group of pathogens, visit [ePATHogen](#) database.

I. Checklist for Risk group 1 application:

- 1) **Application form:** Completed and signed [BSC-11 - Risk Group 1](#) application form
- 2) **AOB:** Completed and signed [Agreement on Biosafety \(AOB\)](#) for each investigative staff including Principal Investigator (PI)
- 3) **Supporting documents:** Safety data sheets, ATCC product info, references or publications, as applicable, if biological agent or their risk group info is not available on [ePATHogen](#) database

❖ **Once review is completed, approval would be issued as a Biosafety permit for CL1.**

II. Checklist for renewal or permit extension application [earlier permit (2 years before) must have been a full permit, if unsure email BSO@uoguelph.ca to confirm]

- 1) **Application form:** Completed and signed [BSC-8 Change Request](#) form
- 2) **Manual/ SOP:** Copy of [Lab-Specific Biosafety Manual](#) (if revised or amended). It should include the version date.
- 3) **Training need assessment:** Updated [Training needs assessment](#) if new procedures or equipment (other than the ones approved during a full permit application) will be used
- 4) **Inventory:** Updated [BSC-9 Pathogen Status Update \(*in vitro*\)](#) (to be completed for work involving *in-vitro* analysis).
[BSC-9 Pathogen status \(*in vivo*\)](#) (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 the *in-vivo* inventory form only)
- 5) **Emergency response:** [ARER - Annual Refresher Emergency Response Certification](#)
- 6) **Biological Spill plan:** Updated [Biological Spill Response Plan](#), if new pathogens and new disinfectants are used as compared to earlier approved then complete the Spill plan.

❖ **Once review is completed, approval would be issued as a renewed or extended Biosafety permit.**

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III. Checklist for adding /deleting biohazard material.

- 1) **Application form:** Completed and signed [BSC-8 Change Request](#) form
- 2) **Supplementary forms:** Completed supplementary forms based on biohazard material being added: e.g. BSC -1 for each pathogen or BSC -2 cell line or BSC -3 for human or animal source material being added.
- 3) **PSDS:** [Pathogen Safety Data sheets](#), Safety data Sheets, ATCC product info as applicable for adding pathogens.
- 4) **Manual/ SOP:** Copy of [Lab-Specific Biosafety Manual](#) (if revised or amended for new or deleted pathogen)

❖ **Once review is completed, an email will be sent by BSO to confirm pathogen addition or deletion.**

IV. Checklist for onboarding and off boarding staff/students/volunteers etc.

- 1) **Application form:** Completed and signed [BSC-8 Change Request](#) form listing accurate training completion dates.
- 2) **AOB:** Completed and signed [Agreement on Biosafety \(AOB\)](#) for each investigative staff including PI.

❖ **Once BSO review is completed, an email will be sent by BSO to confirm staff, student addition or deletion.**

V. Checklist for adding /deleting title, location, information.

- 1) **Application form:** Completed and signed [BSC-8 Change Request](#) form
List title, location and/or any info clearly on the form in the space provided.

❖ **For new lab space currently not used/listed as CL2 space, an inspection will be required. Once review is completed, approval would be issued as a revised Biosafety permit.**

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V. Checklist for Full permit application (RG2)

- 1) **Application form** : [Biohazard Main Application - pdf](#) completed and signed
- 2) **Supplementary forms (BSC 1-7)**: For example, complete BSC -1 for each pathogen listed in section 6.0 of the RG2 main application form. Alternatively, BSC-2 for cell lines or BSC -3 for human or animal source materials.
- 3) **PSDS**: Provide [Pathogen Safety Data sheet](#) for each pathogen listed in the application
- 4) **Manual**: [Lab-Specific Biosafety Manual](#) including all copies of relevant SOPs for manipulating/ isolation/culturing or any *in vitro* or *in vivo* activities of pathogens.
- 5) **AOB**: Completed and signed [Agreement on Biosafety \(AOB\)](#) for each investigative staff including PI.
- 6) **Curriculum vitae (CV)**: For first time biohazard permit applicants, the PI's background regarding work with biological materials covered under the Biosafety program (microorganism, cell lines, recombinants, etc.) is to be included. Alternatively, a link to relevant experience/background provided. E.g. Faculty webpage.
- 7) **Spill response plan**: completed [Biological Spill Response Plan](#)
- 8) **Emergency contact form**: This should be submitted only if a copy was not submitted to the admin of your department (submission to admin is preferred).

❖ **Once review is completed by BSO, if more info/major changes are required BSO will inform via email. If not, it will be forwarded for committee review. Once biosafety committee comments are addressed, an approval would be issued as a Biosafety permit for RG2.**

All forms can be sent electronically (email or one drive etc.), paper copies are not required. All Forms are screened first for completeness, followed by preliminary content review by Biosafety Officer (BSO) and then Biosafety committee review (as applicable for full permit applications and complex biohazard amendment/new proposal).

Trainings: Supervisor and/or Investigative staff must complete all below listed training and date of completed training must be listed in the RG2 permit application or BSC -8 Change request form as applicable:

- 1) Lab safety
- 2) Online Biosafety for Principal investigator or Investigative Staff (instructions to register and course access) attached.
- 3) WHMIS
- 4) Health Safety Awareness training for Supervisors and/or workers

Refer to [Register and Access biosafety training](#) info sheet to register and access training courses.

Note: All transfers/imports/purchases are granted only after Biosafety permit issue.