

How to add/delete personnel from your existing biosafety permit

1) Complete [BSC-8 Change Request](#) form.

2) If **adding** personnel,

a. place a checkmark to add personnel

Add personnel (complete the table below & attach AOBs for each investigative staff)
 To allow the University to maintain a list of persons authorized to access containment facilities as per [HPTA \(31\)](#) please provide the information below. *Submission of training certificates is not required.* Evidence of training completion may be verified during lab inspections.

b. List the names of personnel and complete all their details (including training dates)
 Please note upon 3 years completion of Biosafety training, a refresher Biosafety training is required. For registration, review [How to register and access Biosafety Refresher Training](#)

Name	Position	Qualification /Experience	Completion Date of Training (YY-MM-DD)			
			Biosafety	WHMIS	Lab Safety	H & Safety Awareness

c. complete [Agreement on Biosafety \(AOB\)](#) AOB for each new investigative staff.

3) If **deleting** personnel,

a. place a checkmark for deleting investigative staff from your lab/research project.
 b. List their names and complete other required details

Delete personnel

Name	Access to biohazards removed e.g. key returned or card access removed. If not, please state reason e.g. same space, another PI	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="text"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="text"/>