

How to add/delete biohazard through Change request, complete/provide the following:

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

- place checkmark as shown in the snip below

1. REQUESTED CHANGES:

Add / delete **biohazardous material** (attach appropriate supplemental forms, PSDS, SOPs (if applicable) and complete section 2.0 & 3.0 accordingly)

- List pathogens/ cell lines to be added/deleted in section 2.0 of [BSC-8](#) Or potential list of pathogens to be present if adding human/ animal clinical or environmental samples

2.0 DETAILS OF AMENDMENTS (List biohazards that needs to be added/deleted and/or any change request not captured above)

- If there are any changes in procedures due to biohazard addition, place checkmark for section 3.0 (as in snip below), complete [BSC-8 Appendix 1](#) and provide revised SOP or else select NA.

3.0 EXPERIMENTAL PROCEDURES

Complete **Appendix – 1** if only adding new biohazards with different or new handling procedures and these procedures were not included during full permit application.

Applicable

Not applicable

- b. complete [BSC-1 Microorganisms and Parasites](#) for pathogens and/or [BSC-2 Cell Cultures](#) for cell lines etc. as applicable.
- c. [Pathogen Safety Data Sheets](#) (PSDS) sheets or SDS for cell lines or publications or references, as applicable (to provide sufficient information for the biohazard of interest).
- d. If adding biohazard impacts disinfectant sustainability pattern, provide updated [Biological Spill Response Plan](#)

If adding - once request is approved, provide updated [BSC-9 Pathogen Status Update](#) to approve future movement of the biohazard (Purchase, transfer, Import/Export)

Please note to approve adding biohazard requests, [ARER - Annual Refresher Emergency Response Certification](#) must have been submitted. All info and forms are available on biosafety page <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/biosafety-forms>