

## How to Renew your permit through a Change request.

Please note, only one renewal is allowed upon expiry of a full biohazard permit submission. Check your Biosafety permit or email [bsa@uoguelph.ca](mailto:bsa@uoguelph.ca)

1. Complete [BSC-8 Change Request](#) form.
  - a. If adding/deleting investigative staff list them in appropriate sections of BSC -8 and complete [Agreement on Biosafety \(AOB\)](#) AOB for new investigative staff. If not, please ignore and leave the boxes blank as snip below:

**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.

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

- b. If adding biohazards, list in section 2.0 of [BSC-8](#), complete [BSC-1 Microorganisms and Parasites](#) for pathogens, [BSC-2 Cell Cultures](#) for cell lines etc. as applicable. Provide [Pathogen Safety Data Sheets](#) (PSDS) sheets.

If not adding biohazards/updating AUP/location please ignore and leave the boxes blank as snip below:

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### 1. REQUESTED CHANGES:

- Add / delete **biohazardous material** (attach appropriate supplemental forms, PSDS, SOPs (if applicable) and complete section 2.0 & 3.0 accordingly)
- Add / delete **recombinant DNA** molecules (attach BSC-6)
- Add / delete **animal procedures** (attach BSC-7)
- Update **AUP** number on Biohazard permit. Current AUP Number:
- Add / delete **human subject procedures** Attach
- Add / delete laboratory rooms and/or work areas

- c. If there are any changes in procedures, complete [BSC-8 Appendix 1](#) and provide revised SOP or If no changes in the SOP/training/ inventory then review and complete checkmarks as shown in the snip below

**Extend Expiry Date** Note: Biohazard permits are issued for 2 years and renewal via change request is allowed *once* only. If requesting renewal of biohazard permit, kindly select the appropriate checkboxes below to reflect the appropriate review and renewal.

i) **SOP**

I have reviewed Standard Operating Procedures/ /manual and/or work procedures (including Biological Spill plan), required PPE and barrier protection.

Revised, attached

No changes, not attached

ii) **Training**

I have reviewed my training needs assessment and coordinated annual emergency response trainings or other refreshers as specified by EHS for all investigative staff

Additional training required

No additional training

If additional training required, specify: \_\_\_\_\_

iii) **Inventory**

I have updated my inventory of biohazardous materials. Attach

No changes, not attached

2. Type "Renewal" and any other details or communication that you would like to send to BSO in section 2.0 Details of Amendments.

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

Renewal - No changes

3. Provide updated [BSC-9 Pathogen Status Update](#) or If **no changes** then review and submit the same BSC -9 submitted earlier but with a current date.
4. Complete [ARER - Annual Refresher Emergency Response Certification](#) (annual submission is required)
5. If changes in pathogen impacts disinfectant sustainability pattern, provide updated [Biological Spill Response Plan](#) or else ignore.

Please note all info and forms are available on biosafety page <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/biosafety-forms>