

## BIOHAZARDOUS MATERIALS USE CERTIFICATE APPLICATION

A BMUC must be issued for all work involving mammalian cells, viruses, bacteria, biotoxins, recombinant DNA and other potentially biohazardous material. An incomplete submission will result in a delay in approval of the application. Please note that you must fill out a separate *Project Specifications Form* and the *New User Registration Form* for each project /personnel.

### A. Applicant information

Last name:		First name:	
Faculty:		Department:	
Host institution:			
Office: (building/room #)		Laboratory: (building/room #)	
Tel:	Email:	Fax:	

### B. Laboratory manager / delegate information

Last name:	First name:
Tel:	Email:

### C. Laboratory/facility certification

Has your laboratory been certified (prior to importing level 2 or 3 material)?  Yes  No

By which agency? \_\_\_\_\_ PHAC \_\_\_\_\_ CFIA For which agent(s)?

\_\_\_\_\_

Please provide copies of the importation permits for our records.

### D. Laboratory design

ROOM #	ROOM USE (ex. laboratory work, cell culture, specialized equipment)	COMMON /SHARED ROOM (Y/N)	OPEN CONCEPT LABORATORY (Y/N)	ACCESS CONTROLLED (Y/N) (ex. key, keycard, etc)

## E. Containment equipment

### 1) **Biological safety cabinets**

MAKE	MODEL	SERIAL NO.	DATE OF LAST CERTIFICATION

### 2) **Laminar flow hoods / clean benches**

MAKE	MODEL	SERIAL NO.	DATE OF LAST CERTIFICATION

## F. Biosecurity

### 1) **Signage**

Signage must include your name, a floor map of the laboratory, a 24-hour emergency contact number (ex. ext. 5411) and a biohazard symbol indicating the risk level. Is the appropriate signage posted outside the laboratory? (If not, proper signage will be arranged.)  Yes  No

### 2) **Laboratory access**

In order to restrict laboratory access to authorized personnel, will you implement a key return policy for when personnel have completed their research and left the laboratory?  Yes  No

### 3) **Inventory management**

Inventory control includes proper labelling, tracking of internal possession, inactivation and disposal of cultures after use and transfers within and outside the facility. It is an essential activity demonstrating pathogen accountability. Records must include a list of all potentially biohazardous material (ex. virus, bacteria, cell lines, biological toxins, plasmids, vectors), storage and use locations, and any transfer documentation. The information must be updated regularly.

What type of inventory management system has been or will be implemented in your laboratory? Please check the appropriate boxes.

#### FORMAT

- Electronic  
 Paper  
 Other (please specify)  
 \_\_\_\_\_  
 \_\_\_\_\_

#### TYPE

- Agent-specific  
 Location-specific  
 User-specific  
 Other (please specify)  
 \_\_\_\_\_  
 \_\_\_\_\_

#### INVENTORY LOCATION

- Laboratory  
 Office  
 Posted on individual equipment  
 Other (please specify)  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you retain supplier sheets for all orders of biological material?  Yes  No

Please complete the *Inventory of Biological Material* (Appendix 1).

## G. Emergency planning

### 1) Power failure

In the event of a power failure that may put your research at risk, please provide the following information.

SENSITIVE EQUIPMENT	ALARMED (Y/N)	CONTACT PERSON	AFTER HOURS CONTACT TEL #	ACTION TO BE TAKEN

### 2) Spill Response

Have you implemented a SOP for spills or accidental release of biological material?  Yes  No

Please provide the laboratory procedure to be followed in the case of a spill. A University of Ottawa spill response template is available on the web for your consideration.

<http://www.uottawa.ca/services/ehss/docs/SPILLRESPONSEPLAN.pdf>

## H. Declaration and signature

I understand that the issuing of a *Biohazardous Materials Use Certificate* is contingent on my compliance with the applicable acts, regulations and guidelines pertaining to human and animal pathogens, zoonotic agents and toxins. I am fully aware of the potential dangers associated with the biohazardous materials listed in this application. I certify that the information provided herein is complete and accurate and consistent with any proposal(s) submitted to external funding agencies. I agree to comply with all conditions which may be attached to this certificate and to undertake the authorized research in an ethical manner.

\_\_\_\_\_  
Date    Applicant's signature    Date    Department Chair's signature

## I. Approval

- GRANTED
- REFUSED
- CONDITIONAL

\_\_\_\_\_  
Date    Biological Safety Officer's signature    Date    Chair, BSC's signature

Appendix 1  
Inventory of Biological Material

**Please attach a copy of the *Material Safety Data Sheet* or *Supplier Information Sheet* for each agent listed in the table below.**

BIOHAZARDOUS AGENT TYPE	BIOHAZARDOUS AGENT STRAIN	RISK GROUP	USE STATUS		STORAGE VESSEL (ex. liquid nitrogen tank, freezer)	LOCATION		SUPPLIER	IN VIVO (Y/N)
			IN USE	PRESERVED STOCK		USE ROOM	STORAGE ROOM		