UNIVERSITY OF ALBERTA

Department of Environmental Health & Safety
Risk Management Services

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LABORATORY BIOSAFETY REGISTRY - APPLICATION

To comply with guidelines established by the Department of Environmental Health and Safety (EHS), a Laboratory Biosafety Registry record must be created for all Principal Investigators (PIs) working with biological or medical materials. The registry must be updated annually or amended following changes to the research group or research plans. A PI may proceed with laboratory research once a Biosafety Registry application has been received and approved by the Biosafety Division at EHS. **Be advised that an updated registry is only a part of the biohazards approval process for the release of research funds and a completed registry is not equivalent to a Letter of Biohazards Approval.** For information on receiving a Letter of Biohazards Approval for awarded research funds, click here.

Please complete this form if you are a new PI at the University of Alberta who will be working with biological or medical materials or an established PI who will be starting work with these materials for the first time. For additional information on completing this application form, please click here.

Part A: Research Group Personnel

All members of the research group must complete and submit a New Research Personnel form to the Biosafety Division; submit forms along with completed Registry application.

Principal Investigator (PI)

Name:	Office Address:
Department/Division:	
University Phone Number:	After Hours Phone Number:
University Email Address:	

Alternate Laboratory Contact

Name:	Office Address:
University Phone Number:	After Hours Phone Number:
University Email Address:	

Other Personnel (includes all personnel that handle biohazards on University of Alberta property – including collaborators, technicians, summer/undergraduate/graduate/post doctoral students, volunteers etc.)

Name	Job Title	University Phone Number	University Email Address

Part B. Active Research Grants Transferred to the University of Alberta

If new PI, list all active research grants involving biological or medical research transferred to the University of Alberta. For each active research grant or other source of funding, click here to review Biohazards Approval Instructional to determine if Biohazards Approval will be required and, if so, what documentation to submit for approval.

Project Title	Funding Agency	Duration (yyyy/mm – yyyy/mm)	Submitted for Biohazards Approval?*
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

*If "No" was selected, please provide rationale:

Part C. Location of Research

Campus Research Facilities

Building & Room Number	Proposed Containment Level	Shared Space?*	Purpose (i.e., main laboratory, tissue culture room, greenhouse, cold room, animal housing room, etc.)
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	

*If "Yes" was selected, please list other PIs in shared space:

Off-Campus Research Facilities

☐ Yes ☐ No	Will your research group be conducting field research?
☐ Yes ☐ No	Will your research group be utilizing non-University of Alberta research facilities?
☐ Yes ☐ No	Will your group be conducting clinical research trials where specimens are collected off-campus?

If Yes to any of the questions above, then provide details on the location of these off-campus research areas, facilities or collection sites. If applicable, include contact information for the biosafety officer or equivalent who is overseeing safety at the off-campus location. In addition, if transferring biological specimens, or non-indigenous plant or animal species, including genetically modified species, describe how these materials will be packaged for transport:

Part D. Biohazardous Materials & Practices

Check all biohazard types that would apply to your active research or that describe archival stocks or specimens you will be storing in your laboratory. For further details, please refer to the supplementary document: Laboratory Biosafety Registry – Instructional.

☐ Yes ☐ No	**Microbial agents** rated risk group 2 or greater including bacteria, viruses, fungi, prion agents or eukaryotic parasites. If unclear as to the risk group of your microbial agents, contact the Biosafety Division.
☐ Yes ☐ No	**Eukaryotic cell lines** rated risk group 2 (due to viruses that may have been present in the original cell source or used in recombinant manipulations to create the cell line). If unclear as to the risk group of your eukaryotic cell lines, contact the Biosafety Division.
☐ Yes ☐ No	**Large-scale culture** of any microbial agent or eukaryotic cell line involving single volumes of 10 litres or more.
☐ Yes ☐ No	**Recombinant vector systems** based on lentivirus, adenovirus, or retrovirus backbones.
☐ Yes ☐ No	**Recombinant nucleic acid manipulations** involving microbial virulence or resistance genes, eukaryotic oncogenes or cytokine genes, or plant pesticide resistance genes.
☐ Yes ☐ No	**Plant, microbial toxins (**including isolated bacterial lipopolysaccharide) **or animal venoms**.
☐ Yes ☐ No	**Human tissue specimens and body fluids** including specimens used for primary cell culture, excluding hair follicles and perspiration samples.
☐ Yes ☐ No	Tissue specimens and body fluids collected from **unmonitored animal populations** (i.e., wild population vs. established colony or documented livestock).
☐ Yes ☐ No	**Animal research** outside of the established University of Alberta vivarium spaces including insect species.
☐ Yes ☐ No	**Invasive, non-indigenous plant or animal species** including field trials or release of genetically modified species.
☐ Yes ☐ No	**Other (please specify):**

For all biohazard types from the list above that apply to your research, list the specific agent that will be **actively** used by your research group in the next year:
For all biohazard types from the list above that apply to your research, list the specific agents or specimens that, while not under active research in the coming year, will be **stored** within your laboratory:
For **all** biological or medical material to be used by your research group, provide a brief description of the planned manipulations:
Note: this data will be reviewed by the Biosafety Division to determine what level of biological containment is required for your research laboratory

Part E: Safety Measures

Personal Protective Equipment (PPE)

List the standard PPE that research personnel will wear when directly handling the biohazards identified in Part D or waste material potentially contaminated with these biohazards. If PPE is dependent upon the circumstance, list the different configurations and state under which circumstance each applies.

Prophylaxis Measures & Post-Exposure Treatments

☐ Yes ☐ No	Personnel will require immunizations or access to anti-toxins.

If Yes, then list the immunizations, anti-toxins or anti-venoms that may be required for post-exposure treatments.
Note: if working with human clinical specimens, Hepatitis B immunization is required.

Aerosol Containment

Includes all biological safety cabinets and microscope/equipment shrouds to be used with biohazardous materials.

Aerosol Containment Device (include Make & Model)	Location (Building & Room Number)	Shared Device (Y/N)

Emergency Eyewash

☐ Yes ☐ No	Research space is equipped with a plumbed eyewash
☐ Yes ☐ No	Research space is equipped with a bottled eyewash

Emergency Shower

☐ Yes ☐ No	Emergency shower readily accessible to research personnel

Part F: Waste Management

Surface Decontamination

List all decontaminants used in the laboratory to surface decontaminate hard surfaces and laboratory gloves:

Decontaminant	Working Concentration	Contact Time (min)	Preparation Frequency	Used Against

Physical Waste	
Check all practices that apply to the disposal of biohazardous waste generated by your research group:	
☐ Yes ☐ No ☐ N/A	Solid waste contaminated with biohazardous material and all microbial and eukaryotic cell cultures, including broth cultures, will be treated by autoclaving at °C for at minimum of minutes.
☐ Yes ☐ No ☐ N/A	Solid waste contaminated with biohazardous material will be packaged and stored at °C for not more than days prior to pick-up by Environmental Health & Safety Waste Management personnel for off-site disposal.
☐ Yes ☐ No ☐ N/A	Needle and syringe assemblies will be placed into a hard plastic sharps container without attempting to clip or recap the needle. When 75% full, sharps container will be sealed and stored in a secure location until picked up by for disposal.
☐ Yes ☐ No ☐ N/A	Used glass and hard plastic pipettes and Pasteur pipettes will be immersed in a solution of for a minimum of hours. After treatment items will be rinsed with water, placed into broken glass pails and picked up by Building Services.
☐ Yes ☐ No ☐ N/A	Liquid waste contaminated with biohazardous material excluding broth cultures will be treated via autoclaving at °C for at minimum of minutes.
☐ Yes ☐ No ☐ N/A	Liquid waste contaminated with biohazardous material excluding broth cultures will be treated chemically with for a minimum of hours prior to pouring the material down the drain. Drain will be flushed with cold water for one minute to flush out sink trap.
☐ Yes ☐ No ☐ N/A	Animal carcasses and human cadaver tissues will be packaged in doubled plastic autoclave bags. Outer bag will be surface decontaminated with with a minimum contact time of minutes. Bagged material will be stored at °C for not more than days prior to pick-up or return to Laboratory Animal Services or Anatomy, respectively, for proper processing.
☐ Yes ☐ No ☐ N/A	Other, specify:
If using an autoclave for biohazardous waste disposal, provide the location of autoclave (department, building, room number):	

Part G. Principal Investigator's Declaration

As the Principal Investigator, I, , declare that I am familiar with the contents of the Public Health Agency of Canada Laboratory Biosafety Guidelines and the University of Alberta Biosafety Manual, and that the above information describes my laboratory including personnel, research, biohazards and risk assessment/precautionary measures. According to the responsibilities identified in Section 2 of the Occupational Health and Safety Act, I will ensure that all research conducted under my direction in my research facilities will abide by University of Alberta standards as well as by international, federal and provincial guidelines that govern research involving biological agents.

Any changes to this information will be identified in writing to the Division of Biosafety at the Department of Environmental Health and Safety.

_____ _____

Signature Date (yyyy/mm/dd)

Part H. Biosafety Division Review Log (for office use only)	
☐ Yes ☐ No	Modifications to Laboratory Biosafety Registry Application required?

Modifications Required/Comments	Date completed (yyyy/mm/dd)

Reviewed and accepted by the Department of Environmental Health & Safety, Biosafety Division.

Name	Signature	Date (yyyy/mm/dd)