

# Biosafety Application Renewal/Amendment Instructions



Lakehead  
UNIVERSITY



# Lakehead

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File No



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Role: Principal Investigator

Role: Project Team Member

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**[Events: Requiring Attention\\*](#)** (1)

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Role: Reviewer

**[Applications: Chair\\*](#)** (1)

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[Applications: Reviewer \(In Progress\)](#) (0)

**[Events: Chair\\*](#)** (2)

[Events: Reviewer \(New\)](#) (0)

Search for the file you need to renew by typing in the file number in the search box.

If you do not know the file number, projects requiring your attention will be highlighted in red.



	File No	Principal Investigator	Project Title	Application Type	Status Snapshot	Workflow Message
<div><div>View</div><div>Events</div></div>	1465953	Tiffany Moore (VP Administration & Finance\Administration)	Sample Protocol File	Application for Work with Biohazards (2017) (Certification\Bio Hazard)	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made	

Select the events option on the file



# Lakehead

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### Create New Event

Event Form Name

[End of Work Confirmation \(Final Report\)](#)

[Request for Annual Renewal/Amendment of an Approved Biosafety Project \(2018\)](#)

**File No: 1465953**

Project Title: Sample Protocol File

#### Events: Drafts

	Event No	Event Category
<a href="#">View Event</a> <a href="#">Edit</a> <a href="#">Delete</a>	1465953 - <b>Ref No : 2779</b>	Final Report Submission
<a href="#">View Event</a> <a href="#">Edit</a> <a href="#">Delete</a>	1465953 - <b>Ref No : 2952</b>	Renewal(BH)

Select **End of Work Confirmation (Final Report)** if you have completed the project and would like to close your file.

Select **Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)** to submit an annual renewal or any changes to the project. Changes include: using new biohazards, using biohazardous materials of a different risk group, using new techniques, updating personnel on the project, and adding a new facility service or course.

Approved Biosafety Project (2018)

AM

In the *Event Info* tab...

**Event:** Renewal(BH)    **File No:** 1465953 - **Ref No :** 3732  
**PI :** Moore Tiffany(VP Administration & Finance\Administration)  
**Project Title :** Sample Protocol File

**Event Form:** Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

Save

Close

Print

Export to Word

Export to PDF

Submit

Event Info

\* Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

Attachments

Logs

Errors

Note(s)

Add a note to the Committee to let them know if you are submitting the project application with no changes or if you have changed something in the application.

In the *Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)* tab under the *General* tab...

Event Info

\* Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

Attachments

Logs

Errors

\* General

Personnel Change

Additional Facility/Courses

Biohazardous Material Change/Risk Group Change/Procedural Change

**Remember to save your work regularly. Romeo times out after 2 hours. Fields marked with a red asterisk (\*) are mandatory.**

**i** 1.1\* I confirm that all biohazards used in this project will be handled in accordance with the principles promulgated by the Canadian Biosafety Standards and Lakehead University Safety Operating Procedures (LSOP).

☐ Yes

**i** 1.2\* Are you requesting a change to the personnel involved in this project?

☐ Yes (provide details on the Personnel Change tab)

☐ No

**i** 1.3\* Are you requesting a change/amendment to add a facility or course?

☐ Yes (provide details on the Additional Facility/Courses tab)

☐ No

**i** 1.4\* Are you requesting a change to procedures previously approved under this project?

☐ Yes (provide details on the Biohazardous Material Change/Risk Group Change/Procedural Change tab)

☐ No

**i** 1.5\* Are you requesting approval for use of a new biohazard or risk group?

☐ Yes (provide details on the Biohazardous Material Change/Risk Group Change/Procedural Change tab)

☐ No

**i** 1.6\* I confirm I answered "No" to 1.2 to 1.5 above and that I have reviewed my biosafety application as filed with supporting documentation and have found NO CHANGES or amendments are required.

☐ Yes

☐ No

Answer Yes or No to the following questions.  
Follow the directions in the question if selecting Yes.

In the *Personnel Change* tab...

**Event:** Renewal(BH)    **File No:** 1465953 - **Ref No :** 3732  
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**Project Title :** Sample Protocol File

**Event Form:** Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

Save

Close

Print

## Export to Word

Export to PDF

Submit

Event Info \* Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018) Attachments Logs Errors

\* General Personnel Change Additional Facility/Courses Biohazardous Material Change/Risk Group Change/Procedural Change

**i** 2.1 Please REMOVE the following people from this protocol:  
List first and lastname(s)

**i** 2.2 Please ADD the following people to this protocol:  
Include, first name, last name, role in protocol and email address

Only fill out this tab if you need to Add or Remove Personnel from the file.  
Ensure you have appropriate training documentation for all new personnel.

## In the *Additional Facility/Courses* tab...

Event Info

\* Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

Attachments

Logs

Errors

\* General

Personnel Change

Additional Facility/Courses

Biohazardous Material Change/Risk Group Change/Procedural Change

i

3.1 List new facility services:

i

3.2 List new courses:

i

3.3 Lab Summary: In layman's terms, give a brief description (750 characters) of purpose of this teaching/facility. Attach a separate page if necessary.

i

3.4 Biohazard Use: Summarize briefly how biohazards will be used in this lab (e.g. Biohazards will be collected only or observed by microscopy, or cultured; collection of human, animal or environmental samples, or manipulated with genetic/microbiological techniques).



In the *Biohazardous Material Change/ Risk Group Change/ Procedures Change* tab...

**Event:** Renewal(BH)    **File No:** 1465953 - **Ref No :** 3732  
**PI :** Moore Tiffany(VP Administration & Finance\Administration)  
**Project Title :** Sample Protocol File

**Event Form:** Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

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Event Info   \* Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)   Attachments   Logs   **Errors**

\* General   Personnel Change   Additional Facility/Courses   **Biohazardous Material Change/Risk Group Change/Procedural Change**

- i** 4.1 I am applying to work with new biohazardous materials not currently listed on my permit.
- ☐ Yes (attach an updated BRAF, including new biohazards)
- ☐ No
- i** 4.2 I am applying to work with biohazardous materials at a higher risk group than those currently listed on my permit.
- ☐ Yes (attach an updated BRAF, and updated Biosafety Manual)
- ☐ No
- i** 4.3 I am applying to add additional or change previously approved procedures/manipulations to existing biohazardous materials.
- ☐ Yes (attach an updated BRAF and updated Biosafety Manual)
- ☐ No
- i** 4.4 Add a brief description of additions/changes or reference additions/changes in attached Biosafety Mnaual.

If you are changing the biohazardous material you are working with or you are working with a biohazardous material of a different risk group or you have changed your procedures, please fill out this tab.

## In the *Attachments* tab...

Powered by **Process Pathways**

Welcome: Heidi Forsyth

**Event:** Renewal(BH) **File No:** 1465953 - **Ref No :** 3732  
**PI :** Moore Tiffany(VP Administration & Finance\Administration)  
**Project Title :** Sample Protocol File

**Event Form:** Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

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Event Info	* Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)	<b>Attachments</b>	Logs	Errors
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If you need to submit an updated Biological Risk Assessment Form (BRAf), click here.

[Add Attachment](#)

NOTE : The maximum individual attachment size is 5MB. All attachments larger than 5MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 5MB.

In this tab, add an updated BRAf, a new protocol, or the training documents for new personnel, if required

In the *Errors* tab...

**Event:** Renewal(BH) **File No:** 1465953 - **Ref No :** 3732  
**PI :** Moore Tiffany(VP Administration & Finance\Administration)  
**Project Title :** Sample Protocol File

**Event Form:** Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)

Save Close Print Export to Word Export to PDF Submit

Event Info	* Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)	Attachments	Logs	Errors
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**Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)** -> General:1.3 Are you requesting a change/amendment to add a facility or course? is required.

**Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)** -> General:1.2 Are you requesting a change to the personnel involved in this project? is required.

**Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)** -> General: 1.5 Are you requesting approval for use of a new biohazard or risk group? is required.

**Request for Annual Renewal/Amendment of an Approved Biosafety Project (2018)** -> General:1.4 Are you requesting a change to procedures previously approved under this project? is required.

**Request for Annual Renewal/Amendment of an Approved Biosafety Lakehead University Safety Operating Procedures (LSOP).** is required.

**Request for Annual Renewal/Amendment of an Approved Biosafety**  
CHANGES or amendments are required. is required.

in accordance with the principles promulgated by the Canadian Biosafety Standards and

ed my biosafety application as filed with supporting documentation and have found NO

In the errors tab, you can see if you have missed any mandatory sections of the form.

If you have completed all mandatory sections and attached all necessary documentation, click **Submit**.

# Need more assistance?

Contact [labsafety@lakeheadu.ca](mailto:labsafety@lakeheadu.ca) or extension 8806