

Biosafety Application Submission Instructions



Lakehead
UNIVERSITY



https://erpwp.lakeheadu.ca



Search



myInfo User Login

Your Lakehead University Portal

Username *

Password *

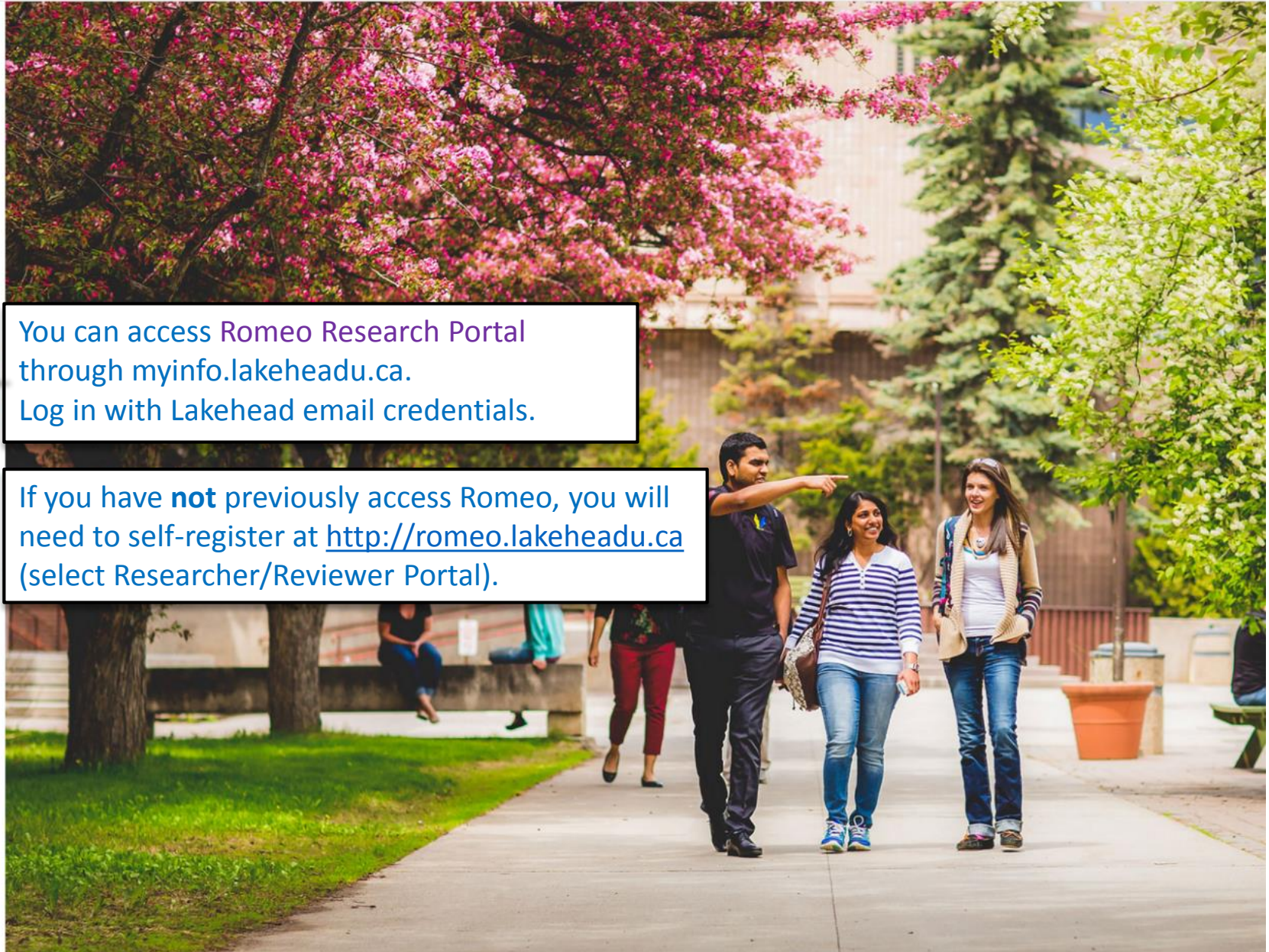
[Recover my account](#)

LOG IN

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You can access **Romeo Research Portal** through myinfo.lakeheadu.ca.
Log in with Lakehead email credentials.

If you have **not** previously access Romeo, you will need to self-register at <http://romeo.lakeheadu.ca> (select Researcher/Reviewer Portal).



Lakehead
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Home

Applicant

Student

Employee

Alumni

Type your question here

Good afternoon, Heidi

You have 0 unread emails and no upcoming events today

Announcements

February 5, 2018

GET HIRED! The Career & Summer Job Fair is Here at the T

Calling all students in all disciplines at the Thunder Bay Campus! Connect with employers at the Summer Job Fair 2018. This 2 day event will welcome over 50 different employers at the T Agora. Employers recruiting from all disciplines are waiting to hire Lakehead students.

Remember, there will be different employers on campus each day, so you'll want to come back twice to ensure you engage with them all.

Want to see which companies will be on campus? View the [full list of participating employers HERE](#).

Not sure how to prepare for the upcoming Career & Summer Job Fair? Need help with your resume and cover letter? Visit our [SSC Career Services webpage](#) for more information.

Don't forget to check out existing job opportunities online at the [Lakehead University Student/Alumni Job Bank](#).

For more information please contact the Student Success Centre at ssc@lakeheadu.ca or 766-7187.

February 2, 2018

Do you want to be considered for spring graduation? Submit your Intent to Graduate online!

Are you planning on graduating after the 2018 winter term? Do you think you will have all of your degree requirements met by the end of the winter term? Let us know by completing the "Intent to Graduate" form online through your myInfo portal.

Submitting the online "Intent to Graduate" form will ensure you are included in the graduation assessments at the end of the 2018 winter term. It will also ensure that you receive information about the Spring Convocation ceremonies. Information will be sent to you in March

Today in Thunder Bay
-17°C

Friday
-19°C

Saturday
-17°C

Popular Resources

My Pay Stub

My Budget

Log in to myTimecard (for employees)

Class Roster (Previous)

Student Transcripts (for employees)

Enrolment Management

In My Calendar Today

No events in your calendar today

[View My Calendar](#)

Events - Thunder Bay

myCourseLink

myEmail

Library

Romeo Research Portal

Colleague - Web UI

Helpdesk Ticket System

MySuccess

myCalendar

myDrive

Concur

Select the web utilities icon in the top right corner and select Romeo Research Portal from the drop down list



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File No ▼



APPLY NEW

[News](#)

[Useful Links](#)

Role: Principal Investigator			^
Applications: Drafts		(0)	
Applications: Requiring Attention		(0)	
Applications: Under Review			
Applications: Post-Review			
Applications: Withdrawn		(0)	
Events: Drafts		(0)	
Events: Requiring Attention		(0)	
Reminders		(0)	
Role: Project Team Member			^
Applications: Drafts		(1)	
Applications: Requiring Attention*		(1)	
Applications: Under Review		(0)	
Applications: Post-Review		(3)	
Applications: Withdrawn		(0)	
Events: Drafts		(2)	
Events: Requiring Attention		(0)	
Reminders		(0)	
Role: Reviewer			^
Applications: Chair		(0)	
Applications: Reviewer (New)		(0)	
Applications: Reviewer (In Progress)		(0)	
Events: Chair*		(1)	
Events: Reviewer (New)		(0)	
Events: Reviewer (In Progress)		(0)	

Select **APPLY NEW** in the top right-hand corner





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New Application Forms

Awards

Application Name	Description	Status
SRC Conference Travel (Revised 2018)	Applicants must apply prior to the conference unless the event is announced after the competition deadline. Competition Deadline Dates: MAY 10 and OCTOBER 10. Decisions will be announced within approximately 8 weeks of the competition deadline. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.	Open
SRC Publication Assistance Fund (July 2018)	Competition Deadline Date: JANUARY 20. Decisions will be announced within approximately 8 weeks of the competition date. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.	Open
SRC: Visiting Scholar	Deadline Date: JANUARY 20 (LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED).	Open
VPRI International Research Partnership Award	To enhance Lakehead University's international research reputation and understanding of global challenges through increased engagement with international partners. Competition Deadline: NOVEMBER 15, 2018	Open
VPRI Strategic Fund	There are 3 components for this internal fund: (1) Sustainability Studies Research Fund, (2) Strategic Research Opportunity Fund, and (3) UMD Research Collaboration Grant.	Open
VPRI Strategic Fund: Emergency Research Equipment Fund	To cope with unexpected emergency repairs for major equipment. No application deadline.	Open
VPRI Strategic Research BRIDGE Fund	To encourage and support those faculty members seeking to restart their research activities following a full-time administrative appointment or a lengthy absence. Deadline Date: November 1.	Open
LUARS Agricultural Research Capacity Development Program	Open to all full-time tenure-track and tenured faculty members. Competition Deadline: OCTOBER 1, 2018	Open

Research Certification (ACC)

Application Name	Description	Status
Animal Utilization Protocol (Revised 10/2015)	Application for use of animals in research.	Open

Research Certification (Biosafety/Radiation)

Application Name	Description	Status
Application for Work with Biohazards (Revised 2018)	Required prior to commencing projects involving biological hazards.	Open

Select the Application to Work with Biohazards (Revised 2018)

Research Certification (REB)

Application Name	Description	Status
Research Ethics Board Researcher's Agreement Form	Application for Research Involving Human Participants. Note: Only the Principal Investigator can submit an application.	Open

In the *Project Info* Tab...

Powered by Process Pathways

Welcome: Heidi Forsyth

Application Ref No: 5482

Application Form: Application for Work with Biohazards (Revised 2018)

Save

Close

Print

Export to Word

Export to PDF

Submit

* Project Info

Project Team Info

* Application for Work with Biohazards (Revised 2018)

Attachments

Approvals

Logs

Errors

Title *:

Start Date:

End Date:

Keywords:

Add

Clear all

Insert the title of the project here.
If the project is funded, the project title needs to match the funding title.

Remember to save often!

Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, please enter the award file number and title of the award in the table below and continue to the next tab.

Search

	Award File No	Title	Award
No records to display.			

Sponsors Summary

Notes

If your project is funded, find the award file associated with the project. If an award file is not listed, please contact bknott@lakeheadu.ca

In the *Project Team Info* Tab...

Powered by Process Pathways

Application Ref No: 5482

SaveClosePrintExport to WordExport to PDFSubmit

* Project Info

Project Team Info

* Application for Work with Biohazards (Revised 2018)

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Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates researcher profile to the Other Project Team Info section below.

Change PIRefresh

Prefix: MisLast Name*: ForsythFirst Name*: Heidi

Affiliation*: VP Academic & Provost\Administration\Academic

Rank: STAFFInstitution: Lakehead University

Phone1:Email*: hlforsyt@lakeheadu.caPrimary Address:Fax:Alternate Address:

Preferred Address: Primary Address Alternate AddressCountry: Canada

Comments:

Other Project Member Info:

Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

Add New

Last Name	First Name	Role In Project
No records to display.		

NOTE: The **Principal Investigator (PI)** must be a **faculty member**.

If you are a student, add yourself as a Project Team Member. Project Team Members can fill out the application as the Principal Investigator and before submission they can change the Principal Investigator to the supervisor.

This area should autopopulate with your contact information. Please ensure that it is **up to date**. If the information needs to be updated or is incorrect, please contact bknottlakeheadu.ca.

Add the staff/students working on the project. If you cannot find their names, email: bknottlakeheadu.ca to have them added to Romeo.

In the *Application to Work with Biohazards* Tab under the *Project Information* tab...

Powered by Process Pathways Welcome: Heidi Forsyth

Application Ref No: 5482 Application Form: Application for Work with Biohazards (Revised 2018)

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * Application for Work with Biohazards (Revised 2018) Attachments Approvals Logs Errors

* Project Information * Checklist

All fields marked with a red asterisk (*) are mandatory. Note: Remember to **save** your work regularly. Romeo times out after 2 hours.

1.1) * Designate in absence of Project Supervisor:

1.2) * Phone:

1.3) * Is this project funded?
If this project is funded, the biosafety title needs to match the funding title.
☐ Yes
☐ No

1.4) * Application Type (check one):
☐ Research
☐ Facility
☐ Teaching

1.5) If Research, list all funding supporting this project. If project is funded, title should match the title of the funded project:

If funded, type in all of the funding for this project here.

The project designate must be someone who is knowledgeable about the project and is available **at minimum** by phone in case of an emergency.

i 1.6) If Facility, list services offered:

List the services offered here, if applicable.

i 1.7) If Teaching, list course titles and codes:

List the course titles and codes here, if applicable.

i 1.8) * Lab Summary: In layman's terms, give a brief description (750 characters) of the purpose of this research/teaching/facility.

Teaching applications skip this section, but indicate N/A.

Describe the research project, teaching course, or facility service here. Provide an overview, including some background information and the purpose of the project/course/service.

i 1.9) * 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).

Describe the use of biohazards here. Provide enough information to give an overview of what biohazards are used and how they will be handled. For specific details on any methods, please refer to your lab procedures/protocols (or SOPs) and attach these documents in the Attachments tab of the application.

EXAMPLE 1:

A549 cells will be cultured in an incubator until they are confluent. When cells are ready, they will be transferred to a Biological Safety Cabinet to be processed. Cells will be scraped, pipetted into tubes, and then centrifuged. Pelleted cells will be used for a protein assay. See the attached protocol for the protein assay.

EXAMPLE 2:

E.coli (K12 strain) will be cultured in a shaking incubator in closed tubes. The tubes will be placed in the Biological Safety Cabinet for 10 minutes before opening to allow for aerosols to settle. Using a disposable inoculation loop, E.coli will be streaked onto media plates. After E.coli have grown on the plates, individual colonies will be selected and grown in fresh media. After 24 hours of growth in a shaking incubator, the tubes of E.coli will be centrifuged and the pellets collected for further testing (see attached SOPs).

i 1.10) * Use of Animals:

Please check all that apply:

- ☐ None, no animals will be used in conjunction with this application.
- ☐ Yes, animals will be used in conjunction with this application.
- ☐ Animals WILL NOT be exposed to biological agents.
- ☐ Animals WILL BE intentionally exposed to biological agents.

i 1.11) * Use of Radioactive Materials or Sources:

Please check all that apply:

- ☐ None, no radioactive materials will be used in conjunction with this application.
- ☐ Yes, radioactive materials will be used in conjunction with this application.
- ☐ Biological materials WILL NOT be intentionally exposed to radiation.
- ☐ Biological materials WILL BE intentionally exposed to radiation.

i 1.12) * Transportation of agent will be ON-CAMPUS between labs/campus buildings via public areas:

If transporting, Transportation of Dangerous Goods training is required.

- ☐ Yes
- ☐ Not applicable (Biohazardous materials will not leave the listed laboratory/will not be acquired, except through Purchase)

i 1.13) * Transportation of agent will be OFF-CAMPUS over public roadways:

Select "Yes" if biohazardous samples will be collected off-site and transported to campus by a team member.

- ☐ Yes
- ☐ Not applicable (will not be transporting)

i 1.14) * State primary location biohazard will be used and/or stored:

i 1.15) List secondary locations biohazard will be used and/or stored:

Applications to work in secondary locations outside of the control of the Applicant must be countersigned by the Supervisor of the secondary location (attach supporting document).

i 1.16) * Select the highest risk group of biological materials to be used under this application:

- ☐ RG 1
- ☐ RG 2
- ☐ RG 3

i 1.17) Select the biocontainment level applied for:

- ☐ CL 1
- ☐ CL 2

If transporting, Transportation of
Dangerous Goods training is required

In the *Application to Work with Biohazards* Tab under the *Checklist* tab...

Powered by **Process Pathways**

Welcome: Heidi Forsyth

Application Ref No: 5482

Application Form: Application for Work with Biohazards (Revised 2018)

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[* Project Info](#) [Project Team Info](#) [* Application for Work with Biohazards \(Revised 2018\)](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

[* Project Information](#) [* Checklist](#)

i 2.1) * I confirm I am aware that importation/shipment/transferring between facilities of a biological agent may require a permit and I will contact the Biosafety Officer for guidance prior to acquiring new biological agents.

☐ Yes

i 2.2) * I confirm all personnel working on this project have completed training as indicated in the Biosafety Training Matrix and I have included the following as attachments:

Please select all that apply.

- ☐ WHMIS
- ☐ Lab Specific Training
- ☐ Biosafety Training appropriate for the level of work
- ☐ TDG certification for all projects where samples will be shipped/received/transported on public roads

i 2.3) * I have attached an updated Biological Risk Assessment Form and a copy of the Approved Biosafety Protocols.

☐ Yes

i 2.4) * I will comply with the requirements to work with biohazardous material set out in Lakehead University's biosafety program and lab safety program.

☐ Yes

i 2.5) * I confirm the details of this application are complete and accurate to the best of my knowledge.

☐ Yes

i 2.6) * I confirm I will apply for amendments prior to changing details of this application.

☐ Yes

i 2.7) * I have included a Pathogen Safety Data Sheets (PSDS) for each biohazard listed on the Biological Risk Assessment Form (BRAf).

The BRAf is mandatory.

☐ Yes

i 2.8) * I have included all biohazardous materials that will be used in conjunction with this application on the Biological Risk Assessment Form (BRAf).

The BRAf is mandatory.

☐ Yes

Complete the
confirmations checklist.

In the *Attachments* tab...

Application Ref No: 5482

Application Form: Application for Work with Biohazards (Revised 2018)

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

[* Project Info](#) [Project Team Info](#) [* Application for Work with Biohazards \(Revised 2018\)](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

Remember to attach an updated Biological Risk Assessment Form (BRAf), training records and a copy of the Biosafety Protocols.

Submission deadline dates can be found at: <https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/biosafety/biosafety-program>

[Add Attachment](#)
NOTE : The maximum individual attachment size is 5MB. All attachments must be in PDF format. However, you may upload multiple attachments, provided the total size does not exceed 10MB.

- The Biological Risk Assessment Form (BRAf) can be downloaded by clicking [here](#). Attach the completed form in this section.
- Lab personnel at minimum need **Biosafety Training (Level 1 or 2 or 2+)** and **WHMIS** training.
- If you use the Laboratory Safety Operating Procedures Manual to handle biohazards, upload it here. This manual can be cited in section 4.0 of the BRAf.
- If you use different procedures/protocols, attach them here and cite them in section 4.0 of the BRAf.
- Attach any additional protocols involving the handling/use of biohazards in the project here.

In the *Errors* tab...

← → ↻ Secure | romeo.lakeheadu.ca/ROMEO.Researcher/Researcher/Forms/ApplicationForms/ApplicationForm.aspx?Reload=True ☆ :
Powered by Process Pathways Welcome: Heidi Forsyth

Application Ref No: 5482 Application Form: Application for Work with Biohazards (Revised 2018)

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * Application for Work with Biohazards (Revised 2018) Attachments Approvals Logs Errors

Project Info -> Project Title is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.1 Designate in absence of Project Supervisor: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.2 Phone: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.3 I am the Principal Investigator for this project.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.4 Application Type: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.8 Lab Summary: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.9 Biohazard Use (e.g., BSL-2, BSL-3, BSL-4, or other biological techniques). is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.10 Use of Animals: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.11 Use of Radioactive Materials or Sources: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.12 Transportation: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.13 Transportation: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.14 State primary/secondary/tertiary/other: is required.
Application for Work with Biohazards (Revised 2018) -> Project Information:1.16 Select the highest level of biohazard: is required.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.1 I confirm I am aware that this application must be reviewed and approved by the Biosafety Committee.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.2 I confirm all personnel working on this project have been trained in biosafety.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.3 I have attached an updated Biosafety Form (BSF) to this application.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.4 I will comply with the relevant biosafety regulations.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.5 I confirm the details of this application are correct.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.6 I confirm I will apply for a Pathogen Accession Number (PAN) if required.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.7 I have included a Pathogen Accession Number (PAN) if required.
Application for Work with Biohazards (Revised 2018) -> Checklist:2.8 I have included all biohazardous materials that will be used in conjunction with this application on the Biological Risk Assessment Form (BRAf). is required.

In the errors tab, you can see if you have missed any mandatory sections of the form. You cannot submit the application until all required fields have been completed.

Submit your application when all required information has been provided and required documentation has been attached.
Only the Principal Investigator can submit applications.
New Applications must be reviewed and approved by the Biosafety Committee.
For a list of submission deadlines visit:
<https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/biosafety/biosafety-program>

Need more assistance?

Contact labsafety@lakeheadu.ca or extension 8806