**University of Lethbridge**

**Regulated Biological Material Request form**

1. The Biosafety Safety Officer (BSO) must approve and place **all Regulated Biological Material** purchases.
2. Complete all sections of this order form. Requests will be delayed if the form is not complete. Attach any supporting documentation.

(*If you have a special quote from a vendor, indicate the quote number and contact person).*

1. Mail or email the completed form to:

Biosafety Safety Officer, Markin Hall M4141; [lorna.selinger@uleth.ca](mailto:lorna.selinger@uleth.ca)

Phone: (403) 332 4484; Cellular: (403) 915 7225

1. Please allow a minimum of 2 weeks for order processing.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Permit Holder** | | | | **Permit #** | | | **Date** | |
| **Department** | | | | | | | | |
| **Contact Person** | | **Phone** | | | | **Email** | | |
| **Delivery location** | |  | | | | | | |
| **Budget Code** |  | |  | |  | | |  |
| **Permit Holder Signature** | | | | | | | | |

|  |  |
| --- | --- |
| **Vendor** |  |
| **Quote Number (if applicable)** |  |
| **Vendor Contact Person**  **(if applicable)** |  |
| **Vendor Phone Number** |  |
| **Catalog Number** |  |
| **Description** |  |
| **Cost** |  |
| **Requested Delivery Date** |  |
| ***Requisition #*** | ***(do not write in this area)*** |
| ***Date approved:*** | ***BSO signature:*** |

**Regulated Biological Material Procurement Procedure:**

1. **Regulated Biological Material** any material which requires a valid U of L Biosafety Permit to work with in teaching and research laboratories.
2. Examples of **Regulated Biological Material** includes; human and animal pathogens, toxins, human cell lines, human tissues, animal cell lines, animal tissue, plant pathogens, aquatic pathogens.
3. The Permit Holder submits completed **Regulated Biological Material** Purchase Request Form to the Biosafety Officer (BSO). The form must be signed by the Permit Holder.
4. If the request is approved, the BSO enters the requisition and forwards a copy of the request form to Materials Management.
5. Materials Management processes the order with the Supplier (BSO contact information must be recorded on the Supplier’s order form. Supplier must contact BSO regarding any changes to the order.)
6. Materials Management contacts the BSO when order is received.
7. The U of L Biosafety Permit Holder confirms to the BSO that the order has been received as requested.
8. All received **Regulated Biological Material** must be entered into the Laboratory Biological Inventory.
9. Any discrepancies (i.e., wrong item, damaged packaging, lost in transit) regarding the order must be immediately reported to the BSO.

**Ordering Requirements**

* Only individuals who are approved U of L Biosafety permit holders can order **Regulated Biological Material**.
* The Permit Holder may only order Risk Group (RG)2 **Regulated Biological Material**.
* **Regulated Biological Material** purchase requests must be approved by the Biosafety Safety Officer (BSO).

**Training Requirements**

* A requirement of the University of Lethbridge Biosafety Permit is that only persons properly trained are authorized to work with **Regulated Biological Material**. Each person must complete a prescribed training plan. Training plan must be signed by both the worker and the Permit Holder.

* Each U of L Biosafety Permit Holder is responsible for training each individual in biosafety techniques **SPECIFIC** to each procedure.
* I**ndividuals not properly trained as defined above are not authorized to use Regulated Biological Material**.
* The U of L Biosafety Permit Holder will supply the Biosafety Safety Officer with a current list of personnel authorized to use **Regulated Biological Material** in the laboratory.