



Modification Form Procedure

Often in research, Principal Investigators need to modify the agents (such as cell lines, viral vectors, bacteria, toxins, etc.) that they use. Rather than complete a Biological Agents Registry Form each time, Researchers can complete a modification form. To do this, Researchers can contact the Biosafety Officer at biosafety@uwo.ca or jstanle2@uwo.ca. A Modification Form will be sent to the Researcher electronically. *

Once you have received the Modification Form, please do the following 7 steps. Failure to do so may result in delays in approval. Forms without all of the information outlined in Steps 1 through 7 will not be accepted or reviewed by the Committee.

1. Add the new biological agent(s) to column 2.
2. Attach a brief description of the work being done with the agent(s) you are adding.
3. Attach any information on the agent(s) that you have, such as website material or a Material Safety Data Sheet.
4. Indicate the containment level required for the biological agent(s) that you have added.
5. Sign (and date) the form as the Permit Holder.
6. If you are off-campus, ask your facility Biosafety Officer to sign the form. If your lab is located at Robarts, please ask Ron Noseworthy (x24125) to sign your form. If your lab is located at LHSC, please ask Gail Ryder (x75109) to sign your form. If your lab is at St. Joseph's, please ask Jeff Tucker (x65841) to sign your form.
7. Fax the complete information to Jennifer Stanley's attention at 519- 661-3420 or send by campus mail to Jennifer Stanley, Support Services Building, 4190C.

If you have questions, please call extension 81135 or e-mail biosafety@uwo.ca.

*Please note that significant changes in the work being done, such as the change in containment level, will require an updated Biological Agents Registry Form and possibly an inspection.