



Researcher: Dr. _____

Biosafety Approval Number: BIO-____ - _____

Dear Dr. _____:

Please note your biosafety approval number listed above. This number is very useful to you as a researcher working with biohazards. It is a requirement for your research grants, purchasing of biohazardous materials and Level 2 inspections.

Research Grants:

- This number is required information for any research grants involving biohazards. Please provide this number to Research Services when requested.

Purchasing Materials:

- This number must be included on purchase orders for Level 1 or Level 2 biohazards. When you order biohazardous material, use the on-line purchase ordering system (www.uwo.ca/finance/people/). In the “Comments to Purchasing” tab, include your name as the Researcher and your biosafety approval number.

Annual Inspections:

- If you have a Level 2 laboratory on campus, you are inspected every year. This is your permit number to allow you to work with Level 2 biohazards.

To maintain your Biosafety Approval, you need to:

- Ensure that you update your Biohazardous Agents Registry Form at least every three years, or when there are changes to the biohazards you are working with.
- Ensure that the people working in your laboratory are trained in Biosafety.
- Ensure that your laboratory follows the University of Western Ontario Biosafety Guidelines and Procedures Manual for Containment Level 1 & 2 Laboratories.
- For more information, please see: www.uwo.ca/humanresources/.

Please let me know if you have questions or comments.

Regards,

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