



## BIOHAZARDOUS MATERIAL TRANSFER NOTIFICATION

It has been regulated by the Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA) that all the transfers of biohazardous material (RG2 and RG3 bio agents) must be approved by the Biosafety Officer (BSO), and that records must be retained. In this case, the completion of the following Biohazardous Material Transfer notification (BMTN) form by the Principal Investigators (PIs) is required to ensure compliance. Note additional approval may be required by the regulators.

Consignor Information		Consignee Information	
Name of Institution or Facility:		Name of Institution or Facility:	
Name of Supplier :		Name of Recipient:	
Department:		Department:	
Street Address:		Street Address:	
City / Province:		City / Province:	
Country:	Postal (zip) Code :	Country:	Postal (zip) Code:
Email:		Email:	
Internal Permit Number:		Internal Approval Reference (e.g., permit#):	
License Number (Canada Only):		License Number (Canada Only):	
Material Information			
The categories of the material to be transferred:			
<input type="checkbox"/>	Human pathogen	<input type="checkbox"/>	Aquatic animal pathogen
<input type="checkbox"/>	Human tissues, cells, body fluids	<input type="checkbox"/>	Plant pathogen
<input type="checkbox"/>	Animal tissues, cells, body fluids	<input type="checkbox"/>	Biological toxin
<input type="checkbox"/>	Animal pathogen	<input type="checkbox"/>	SSBA Qty:
<input type="checkbox"/>	Other:		
Details of material(s) to be transferred (name, specific strain, Risk Group level, ATCC#, if known):			
UO Location the material will be used and stored:			
Containment Level required to use/store the material(s):			



<b>If the Material are Clinical and Diagnostic Samples</b>			
<i>Clinical and diagnostic samples may or may not be well characterized in terms of the infectious risk. In the hospital environment the standard assessment practice and patient history is used to eliminate or consider pathogens to be present. Unfortunately the standard practice is for this information not to be made available to the researcher community. While Universal Precautions may mitigate exposure risk; due diligence requires that the risk of pathogens being present be considered.</i>			
Prior to transfer of a clinical and/or diagnostic sample, a qualified physician/medical professional has assessed the risk of the sample containing pathogens beyond the natural biome, and concludes that beyond the normal microbial biome associated with health individuals, no additional risk are expected.			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not possible to ascertain	
The samples are expected to contain the following micro-organism in concentrations that exceed its infectious dose and may represent an exposure risk:			
Name of qualified physician/medical professional:		Date of Assessment:	
<b>Identification of dual-use potential</b>			
<i>Dual-use potential means qualities of a pathogen or toxin that allow it to be either used for legitimate scientific applications, or intentionally misused as a biological weapon to cause disease.</i>			
Is there any dual-use potential?			<input type="checkbox"/> Yes
If <b>yes</b> , will the pathogen or research information be posed a dual use threat to:			<input type="checkbox"/> No
<input type="checkbox"/>	Aquatic animals, invertebrates	<input type="checkbox"/>	Plants
<input type="checkbox"/>	Terrestrial animals	<input type="checkbox"/>	Public safety
<input type="checkbox"/>	Humans	<input type="checkbox"/>	National security
Provide proof of authorization of dual-use:			
<b>Other Transfer Restriction</b>			
Is there any restriction of transfer?			<input type="checkbox"/> Yes
If <b>yes</b> , provide any documentation that may restrict or impact the transfer (i.e. PHAC or CFIA requirements, Import Permit, REB, BMTA from the third party.)			<input type="checkbox"/> No
<b>Consignor Confirmation</b>		<b>Consignee Confirmation</b>	
I undertake that the material comprising the pathogen will, in the event of its importation/transfer, be used in accordance with such terms and conditions as may be specified in the license agreement and the Material Transfer Notification, and I certify that the material will, in the event, be manipulated and stored in the Containment Level stated above.			
Signature of Supplier:		Signature of Recipient:	
Biosafety Officer Name:		Biosafety Officer Name:	
Biosafety Officer Phone No.:		Biosafety Officer Phone No.:	



Biosafety Officer Email:	Biosafety Officer Email:
Signature of Biosafety Officer:	Signature of Biosafety Officer:

**Participation date (approximate date of transfer):**

**Transportation of biological materials:**

Transportation of biological material is also regulated by the Transport Canada – Transportation of Dangerous Goods Act and Regulation. This covers the diagnostic samples, infectious agents and dry ice. All parties must be trained and it is the consignor’s (sender’s) responsibility for packaging and completing the necessary documentation. For more information, please refer to

- TDG training: <https://web47.uottawa.ca/en/lrs/node/2710>

**Use of Personal Car for Transport:**

Personally owned vehicles are NOT covered by the University’s auto liability coverage. It is strongly recommended that all people that use their personal vehicles for work purposes be approved for mileage and that it is paid for every trip. This mileage amount includes an amount that reimburses them for their personal insurance on their vehicle. It is also recommended that the driver confirm with their personal insurance that the carriage of these dangerous goods/samples does not exclude any coverage under their personal coverage.

If for any reason the driver’s personal insurance does not cover the transportation of these items, or if they are uncomfortable with the potential use of their personal insurance or if the University does not want to pay them mileage, then their personal vehicle should not be used to transport these items.