

Biosafety Application Approval

1. Fill in this form and submit it electronically to your biosafety representative.
2. Print off the cover sheet which is signed by you and your supervisor and hand the coversheet to your biosafety representative

Parts A, B and C must be completed for all applications. All other parts need only be filled in if the project involves the relevant materials.

*Please tick those that are relevant to your application. **If this is a revision with change, please complete only the changed sections***

Mandatory	Coversheet	Project Registration	All sections
Mandatory	Part A	Personal Details	Name and contact details of each staff member involved in the project.
Mandatory	Part B	Project	<ul style="list-style-type: none"> • There should be sufficient details for the biosafety representative to be able to confirm your risk assessments. A copy of your project proposal may adequately cover this. • Risk assessments (RA) for all work undertaken in this proposal are completed in RiskWare (http://www.jcu.edu.au/whs/reports/JCU_114571.html). RAs must be undertaken for all aspects of the research including working with hazardous chemicals/dangerous goods and radiation work as well as biological aspects of the research. You must also address how you will dispose of these hazardous substances - both by-products during your project and chemicals remaining once research is completed. • Please enter you RA number(s) on the registration coversheet.
	Part C	Biosafety risks	Complete if the project may involve exposure to organisms (viruses, bacteria, and parasites), animal or human products such as blood, excretions, cultured cells or tissues or any other possible biohazard.
	Part D	DAFF Permit(s)	Complete if the project uses imported biological materials that require a DAFF permit
	Part E	Research on animals or humans	Complete if animals or humans are used in the project or in preparation for the project.
	Part F	Carcinogenic and cytotoxic chemicals	Complete if the project targets carcinogenic or cytotoxic chemicals. If your only use is Ethidium bromide in gel staining for PCR this will be covered in your laboratory induction.
	Part G	Ionising Radiation	Complete if the project involves use of any radioactive materials including the use of unsealed radionuclides and irradiating apparatus

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Coversheet - Registration of Research Project

New Project <i>(tick)</i>		Revision with Change <i>(enter old Biosafety Approval #)</i>		Biosafety Approval # <i>(IBC Member to Complete)</i>		OGTR Approval # & variation #	
AQIS Permit #		RiskWare R/A #s		Ethics Approval #		Current Biosafety Certificate (tick)	

Project Title	

	Name	Signature	Date
Applicant 1			
Applicant 2			
Applicant 3			

Statement of Compliance

- I have I have a current certificate in Biosafety Training issued by the WHS Unit, have viewed the relevant sections of the Australian Standard Series AS2243 Safety in laboratories, and understand that I must adhere to the relevant guidelines relating to this research project. I am competent to deal with the hazards relevant to this research project.
- I understand that failure to adhere to the biosafety rules may result in termination of right to undertake this project by the University's Institutional Biosafety Committee
- I acknowledge that risk assessments have been completed on RiskWare and they are only valid for a period of 5 years. Risk assessments will need to be renewed after this period

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PART A

APPLICANTS DETAILS

Name(s)	School	Phone	Email Address	Staff (e.g. Supervisor, Researcher, technician)	Student (P/Grad or U/Grad)

Details of Training received	Name:				
	Biosafety	Radiation safety	Diving Safety	First Aid	Hazardous Substances
Assessment Method					
Date Completed					
Details of Training received	Name:				
	Biosafety	Radiation safety	Diving Safety	First Aid	Hazardous Substances
Assessment Method					
Date Completed					
Details of Training received	Name:				
	Biosafety	Radiation safety	Diving Safety	First Aid	Hazardous Substances
Assessment Method					
Date Completed					

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PART B

PROJECT DETAILS

Project Title:

Please indicate if the project is a part of:

Proposed Commencement Date:	Likely Duration of Project	Honours	Advanced Certificate of Research Methods	Diploma of Research Methods	Masters (by Coursework)	Masters (by research)	PhD

Briefly describe the aim(s) and outcome(s) of the project below.

(Attach a detailed description of the project proposal to the end of the form including experimental procedures and risk assessments)

Aims:

Anticipated outcomes:

Will this project generate any of the following wastes?
(please tick)

Infectious agents

Toxic substances

Corrosive substances

Radioactive substances

Animal carcasses

Ethidium bromide gels

Other

Outline Disposal methods

PART C	BIOSAFETY RISKS
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Does the research involve the following substances:					
	Blood	Urine	Faeces	Tissue (<i>please specify tissue type</i>)	Cultured Cells (<i>please specify cell line</i>)
Human					
Animal					

Organisms (<i>please specify</i>). Information on risk groups can be found in Australian Standard AS2243:3:2010 Safety in Laboratories Part 3: Microbiological Safety & Containment					
	Bacteria	Viruses	Fungi	Mycoplasma	Other(s)
Organism					
Risk Group					

****The biosafety precautions which will be undertaken to ensure the safety of the applicant(s) and other laboratory users must be outlined in your project proposal***

Vaccination History of Applicant(s) where applicable								
	Tetanus	Hepatitis A	Hepatitis B	BCG	Rabies	Q Fever	Japanese Encephalitis	Other
Vaccine								
Date last Vaccinated								

PART D	IMPORTED BIOLOGICAL MATERIALS SUBJECT TO AQIS PERMITS
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The Department of Agriculture, Fisheries and Forestry is responsible for the administration of the importation of biological materials.

This institution must keep a register of products being used in current projects. Details must include a full description of the materials and how they are being used and stored as well as the method of disposal **as outlined in Part B- Project Details.**

At the conclusion of the project the university must be able to account for all remaining imported biological materials, how they are being stored, and who is the responsible person. **This must be recorded on a file kept on the Vet and Biomed Sciences Quarantine site on LearnJCU**

PLEASE ATTACH A COPY OF YOUR DAFF PERMIT/S AND THE QAPAP CERTIFICATE OF THE PERSON WHO WILL SUPERVISE THE WORK

DAFF PERMIT #	
QAPAP #	

PART E	USE OF ANIMALS AND HUMANS IN RESEARCH OR TEACHING
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Guidelines for animal ethics can be found at:

<http://cms.jcu.edu.au/researchservices/ethics/animal/index.htm>

Guidelines for human ethics can be found at:

<http://cms.jcu.edu.au/researchservices/ethics/human/index.htm>

Does your project require ethics approvals for research involving:

Humans subjects:	No	Yes	Ethics Permit #
Animal Subjects:	No	Yes	Ethics Permit #

You are required to notify the Institutional Biosafety Committee once your Ethics Approval has been received.

PART F	CARCINOGENIC AND CYTOTOXIC CHEMICALS
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Complete this section if the project targets carcinogenic or cytotoxic chemicals

This section is not required if your only use is Ethidium bromide in gel staining for PCR this will be covered in your laboratory induction.

Before commencing work you must read “**Guidelines for Laboratory Personnel Working With Carcinogenic or Highly Toxic Chemicals**” available from your Departmental Safety Representative or the James Cook University Biosafety Committee

Details of procedures must be included in Part B – Project Proposal

You must undertake risk assessments for *all* hazardous substances used in your research and these should form part of your project proposal. In addition you should also consider other hazard when designing your proposal and a list can be found in Appendix 1 – Summary of Risks.

Name of Substance*	Liquid/Solid	Total quantity to be used	Carcinogen Classification (Suspected, Known, Teratogen)	Are cultured cells exposed to the substance (Y/N)
Brief description of methodology <i>(include substance delivery method)</i>				
Details of Storage and Labeling <i>(and how requirements are being met)</i>				

**please duplicate and complete this table for each carcinogenic/cytotoxic substance used in your research*

PART F	CARCINOGENIC AND CYTOTOXIC CHEMICALS – ANIMAL EXPERIMENTATION			
Does the project require exposure of animals to these substance(s) <i>please tick</i>		NO	YES	<i>If yes then complete below</i>

Animals Ethics Approval #	Type of Animal	Gender		Age	Numbers	
		Male	Female		Male(s)	Female(s)
		Male	Female		Male(s)	Female(s)
		Male	Female		Male(s)	Female(s)
		Male	Female		Male(s)	Female(s)

PART G	IONISING RADIATION FOR THE USE OF UNSEALED RADIONUCLIDES AND IRRADIATING APPARATUS	
Instructions to Applicants: Descriptions of the procedures undertaken by the applicant(s) must be included in the project Proposal submitted under Part B, and include details of: (a) handling of radioactive materials, (b) supervision of applicants who do not have a user licence, (c) management of radioactive waste materials.		
Authority to Use Ionising Radiation		
Name(s)	User Licence Number	Licence Expiry Date