

## Do you ship or receive biological materials?

Biosafety regulations are becoming more stringent and the transfer of biological materials more controlled. Transfers of regulated biological materials within Canada and internationally must be reported to the institutional Biosafety Officers and require appropriate accompanying documentation.

### What do you need to know?

Regulated biological materials go far beyond the obvious ones that are pathogenic or can cause other harmful effects:

**Bacteria****Viruses****Prions****Biological Toxins****Pests**

to include materials that have the potential to be or act as a carrier of a biohazardous agent:

**Animal Tissues & Byproducts****Aquatic Species****Food from Foreign Sources****Human Clinical Specimens****Eukaryotic Cell Lines****Plants & Plant Derivatives****Soil****Environmental Samples**

Depending on where the material is coming from or going to, the documentation requirements can be complicated. For example, commercial suppliers may have their own specific documentation in addition to the regulatory permits or letters that may be required.

## EHS is here to help.

### What do you need to do?

**Before** your order or shipment is initiated, **report ALL** transfers of biological materials to and from campus to EHS by selecting "Request a biotransfer" in the [EHS database](#) (Note: you must be [registered in the database](#) to complete this action). **Do not attempt to complete biological transfers on your own.**

The Biosafety Officers will use the information you provide to determine what documentation you need and assist with the preparation and submission of all required forms or documents to the applicable federal regulators to support your shipment.

### How can you help make the process more efficient?

- ✓ **Plan ahead.** Depending on the type of material, where it is coming from or going to and which federal regulator is involved, documentation can take weeks to months to receive.
- ✓ **Participate in the process.** Respond to requests for additional information from the Biosafety Officers in a timely fashion
- ✓ **Keep the Biosafety Officers informed.** Any changes to your plans or relevant new information that affects your transfer needs to be communicated to the Biosafety Officers as soon as possible.
- ✓ **Be patient.** EHS receives several requests for assistance each week. Your request will be processed in the order in which it was received.