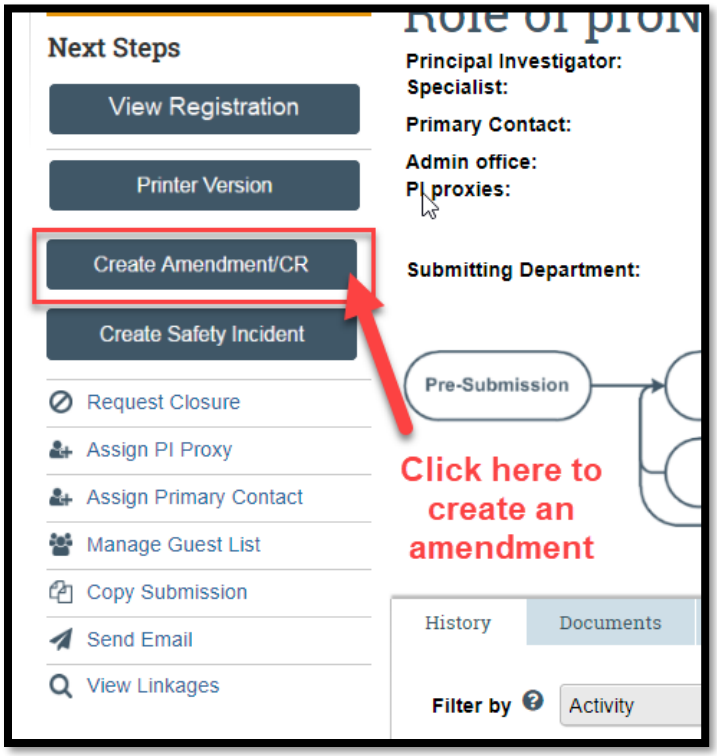
How to Submit an Amendment

PLEASE NOTE: Only one amendment can be active at a time. You cannot make changes to the registration materials or methods at the same time as a key personnel change.

Step 1

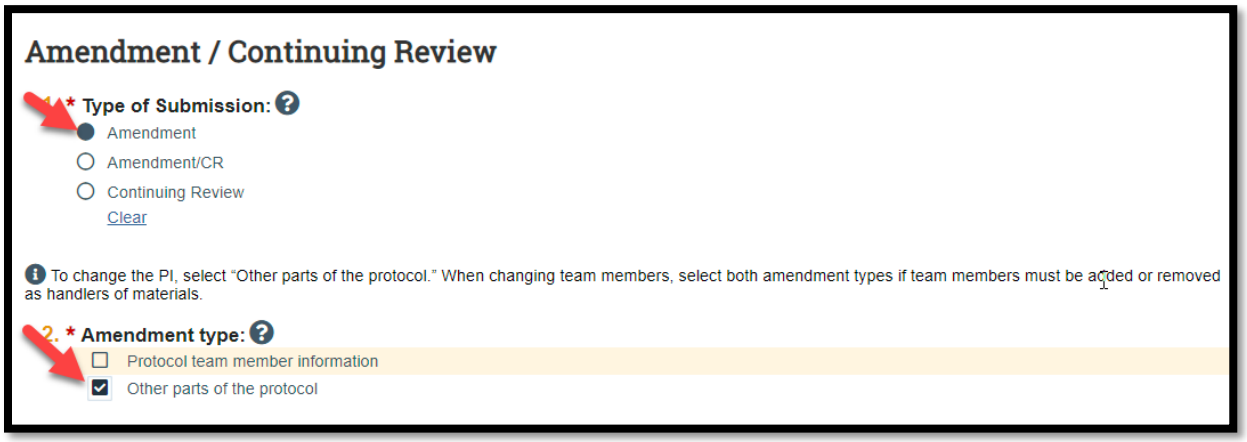
Click the Create Amendment/CR button



NOTE: If you do not see the Amendment button, it means there is an outstanding amendment on this lab registration that has not yet been approved. It must go through the approval process first before another amendment can be started and submitted.

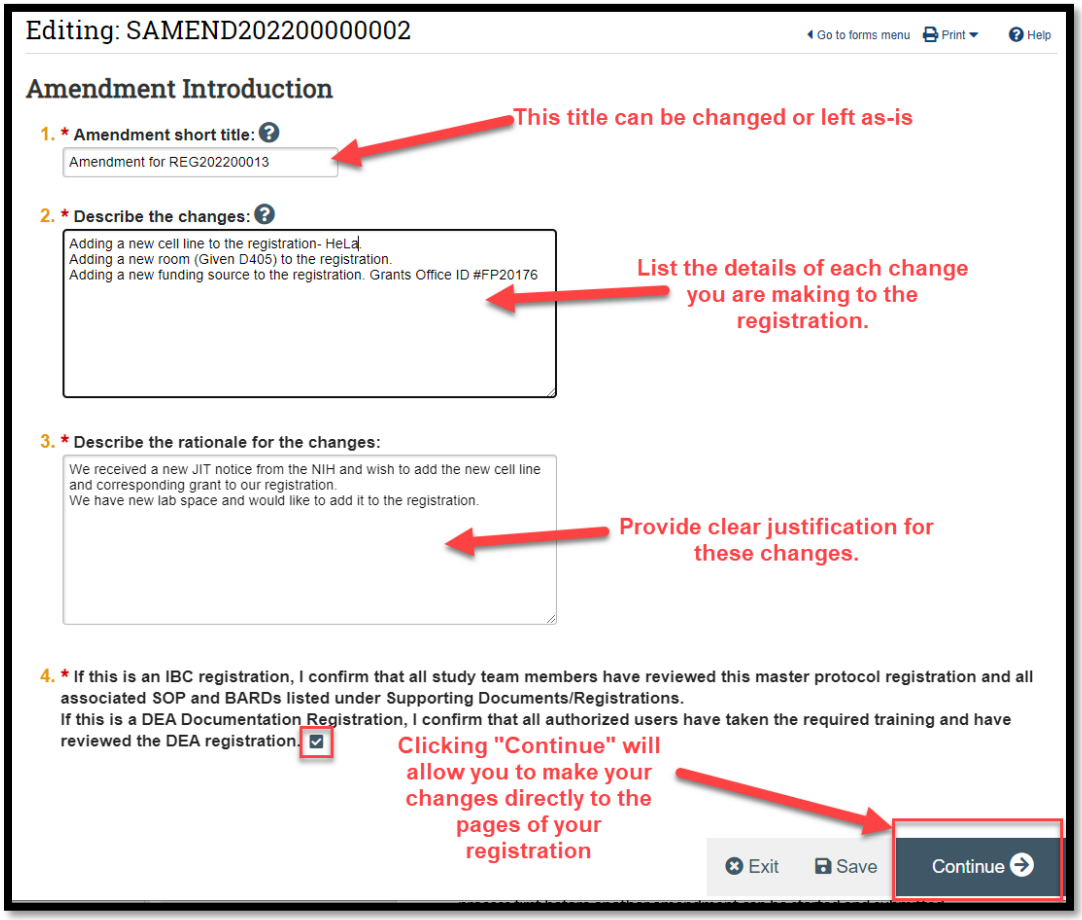
Step 2

Choose “Amendment” and “Other parts of the protocol” in the initial form.



Step 3

Fill out page 1 of the Amendment Form. Ensure that the changes made to the registration are clearly listed on the form. Clicking “Continue” will open the entire registration for changes.

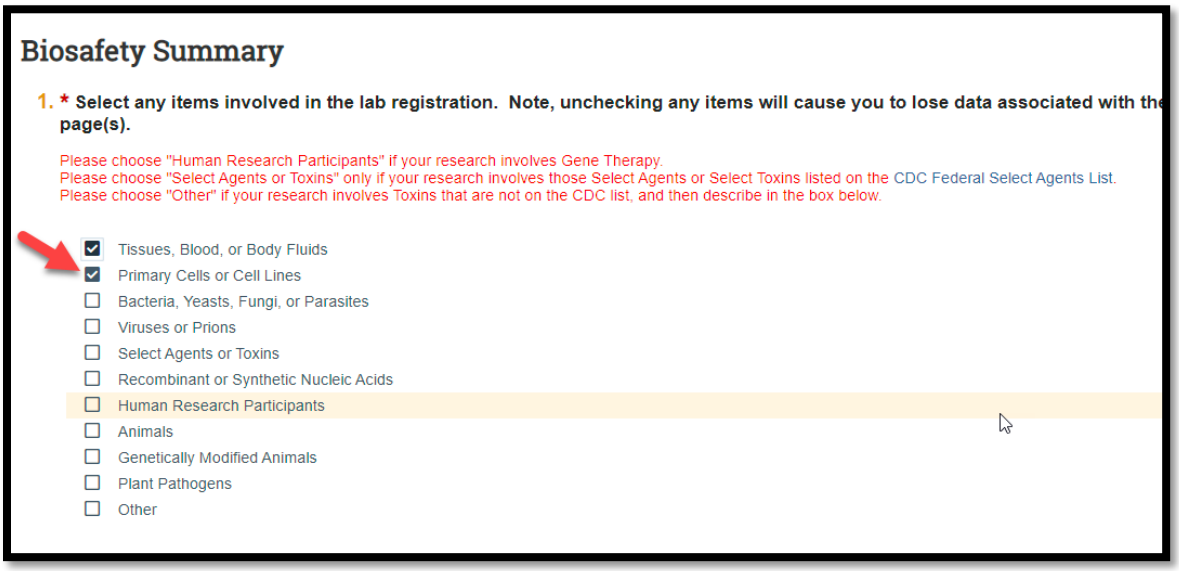


As indicated on the form, the following changes need to be made:

Step 4:

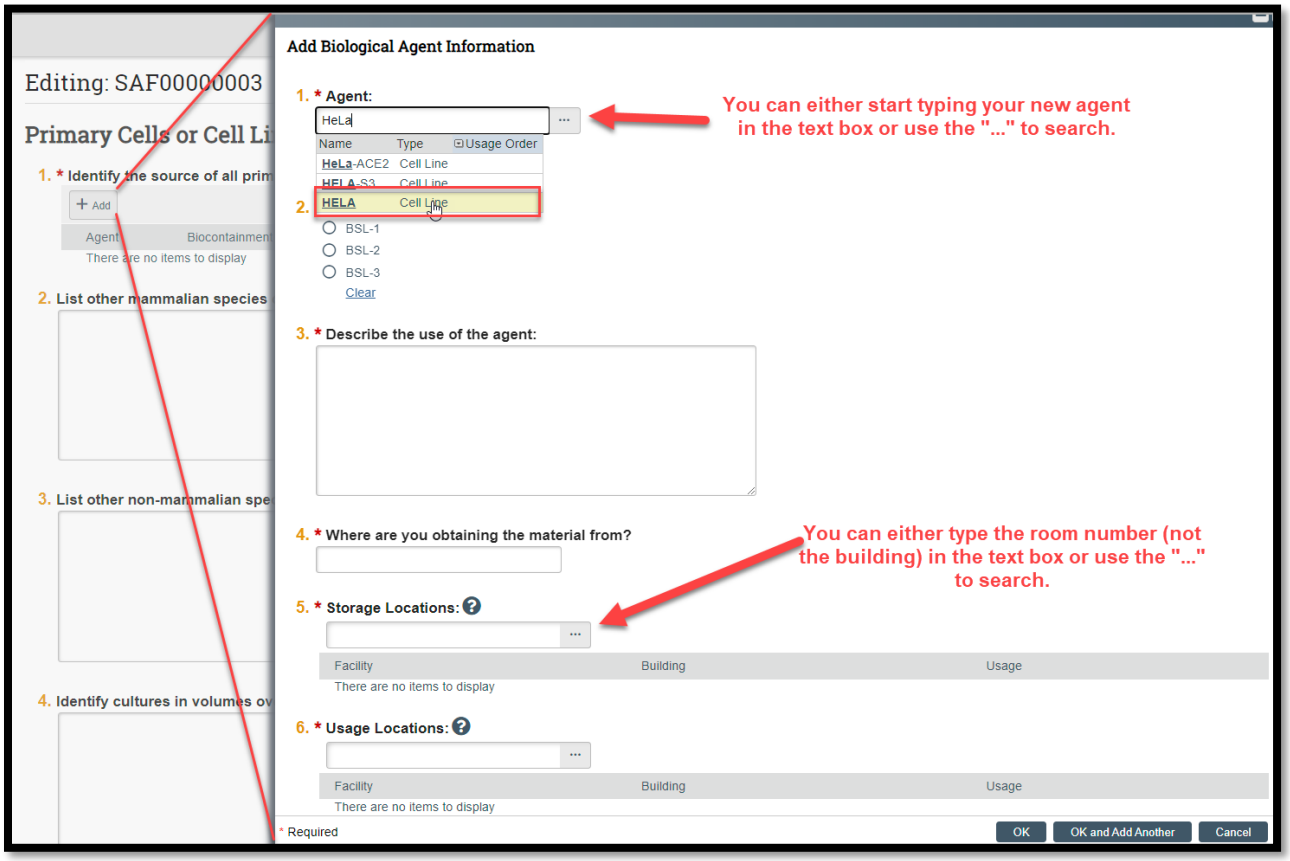
Adding new materials: If the new materials are in a category not currently used on the

registration you will need to visit the Biosafety Summary page to check the box to add that specific page to the registration. Click "Continue" at the bottom of the page- this will add the new sections to the registration.



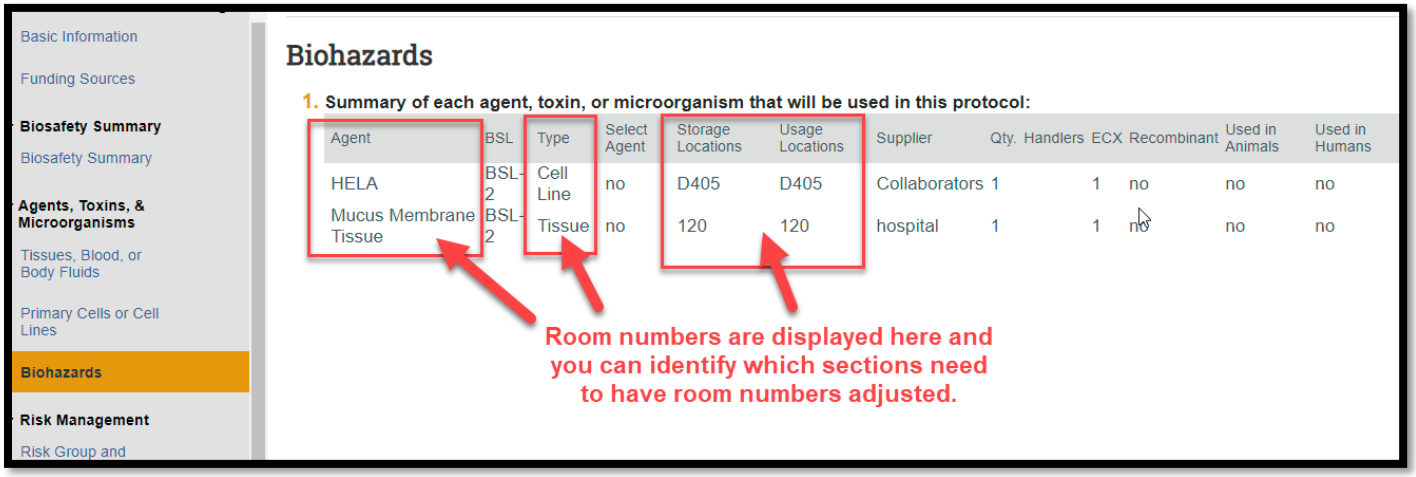
Once the new section has been added, use the left side index to jump to the section of the registration you need to change.

Click "Add" to add a new agent to the registration. Complete the form with all required information. When complete, click "Ok" at the bottom.

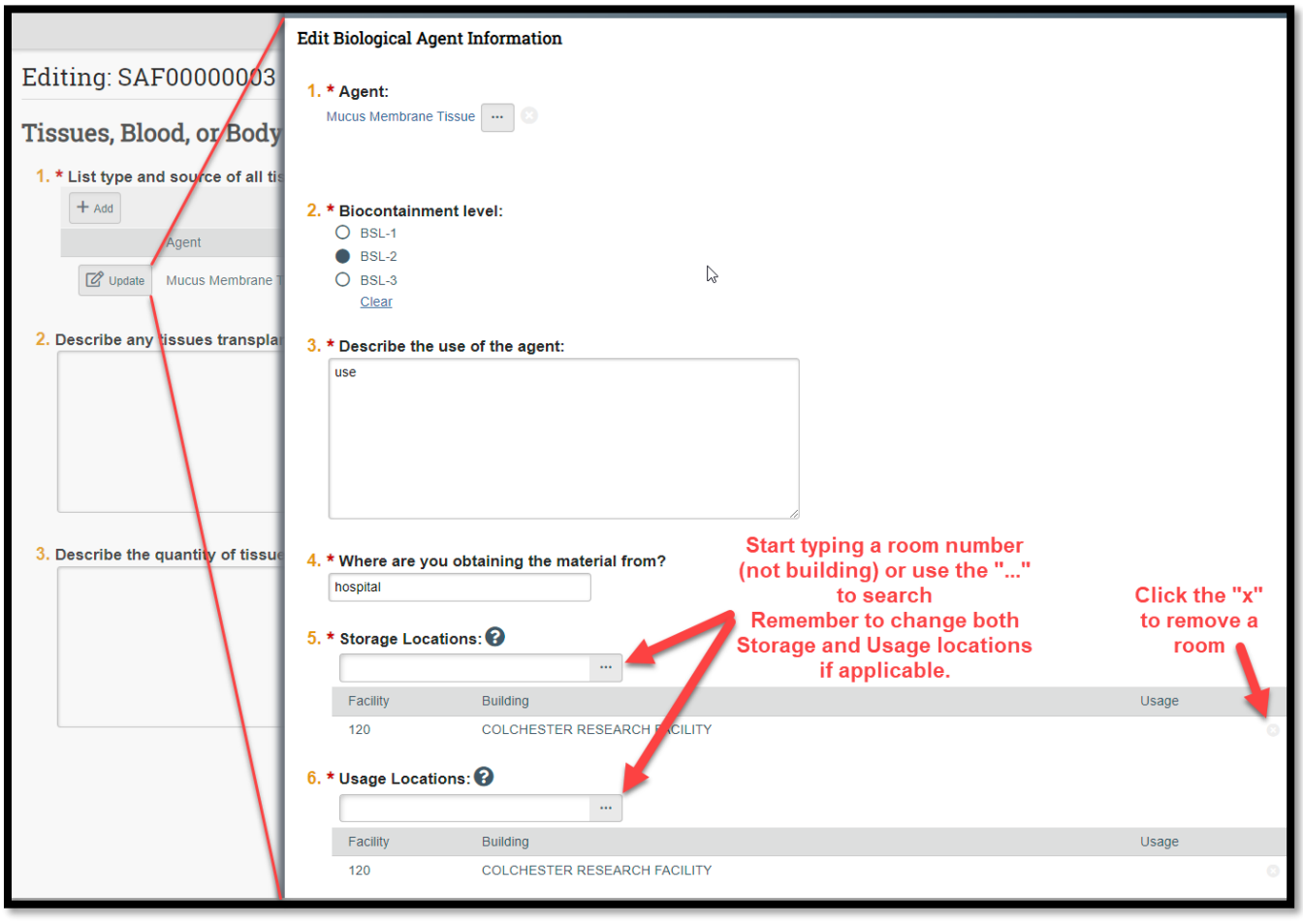


Adding/Removing Rooms:

Room numbers are noted within all Biological Agent pop up windows. An easy way to identify which sections need the room numbers adjusted is to look at the Biohazards page. Each agent listed on the form should have a room for storage and usage- rooms can be found here.



Once the section that needs to be changed is identified, it is easily edited:



Changes to funding and materials can be added in this same way.

When submitting changes to materials, please note that additional changes to the registration

may apply, such as:

1. Risk Group or Containment Practices
2. Exposure Assessment or Protective Equipment
3. Waste Management
4. Protocols/Registrations
5. Supporting Documents, such as SOPs or BARDs.

Step 5

When all changes have been made, click "Save" and then "Exit" at the bottom of the screen. Click "submit" activity to submit the amendment to the Safety Office and start the review process.