

## Biological Safety Commission of National Chung Hsing University Agreement Form for Import/Export of Biological Material

1. We agree that our Department: \_\_\_\_\_

**Exports** biological material to \_\_\_\_\_

**Imports** biological material from \_\_\_\_\_

(1) Application for import/export RG2 pathogen and biotoxin material

- List the biological material to be harmful

No.	Biological Material	Biological Risk Level	Number/unit

- Instructions:

a. When you apply for more than one biological material, please extend the table by adding rows.

b. Leave the "Biological Risk Level" blank if the material is a biotoxin; "Unit" must be filled by appropriate weight unit (e.g. mg or g).

(2) Execution period: From Date / Month / Year to Date / Month / Year \_\_\_\_\_

(3) Import/export time:  single  multiple

(4) Describe how the biological material will be used: \_\_\_\_\_

(5) The biosafety level of operating laboratory: BSL-1; BSL-2; BSL -3; BSL-4

(6) After the end of the project, the import of biological materials will be:

destroyed  stored in the laboratory of the principal investigator.

**The above information must be consistent with the contents of the "Application Form for Import/Export of Biological Materials"**

2. Please confirm the shipping package of the export or import item, in accordance with the provisions of Article 14(1) of the “Regulations Governing Management of Infectious Biological Materials”.

● Biological Safety Commission of National Chung Hsing University

● Signature of the Executive Secretary of Biological Safety

Commission \_\_\_\_\_

● Date: \_\_\_\_\_ (DD/MM/YY)

## Biological Safety Commission of National Chung Hsing University Application Form for Import/Export of Biological Materials

General Information
Department :
The principal investigator :
Address :
Telephone and fax :
The title of the project :
List the biological material to be shipped :
Describe how the biological material will be used :

- After the end of the project, imported biological material will be:
    - destroyed;
    - stored in the laboratory of the principal investigator.
  - Biological Risk Level: RG1; RG2; RG3
  - Source:  Human  Plant  Animal, species: \_\_\_\_\_  Others: \_\_\_\_\_
  - The biosafety level of operating laboratory: BSL-1; BSL-2; BSL-3
  - The location and room number of the operating laboratory : \_\_\_\_\_
  - Attachment data:  Biological Laboratory Safety Checklist  List of Infection Biological Material;  the Project  Personal Data Collection Agreement
  - Signature of the principal investigator of the operating laboratory
  - Date: (DD/MM/YY)
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### Evaluation by the Biological Safety Commission of National Chung Hsing University

- The inspection of the biological material was made for the proposed experiments:
- Agree to proceed
  - Disagree, recommendation : \_\_\_\_\_

Evaluated by Biological Safety Commission on date \_\_\_\_\_

Signature of the Executive Secretary of Biological Safety Commission: \_\_\_\_\_

Date: \_\_\_\_\_ (DD/MM/YY)

## Biological Safety Commission of National Chung Hsing University List of Infection Biological Materials

To assist the Biological Safety Commission in assessing and managing (possibly) infectious biological materials, as well as the safety of each biological laboratory level and protection, and to ensure the safe environment of the campus biological experiment, please fill in the details.

The principal investigator		Emergency Hotline	
Department		Contact person	
The location and room number of the operating laboratory		Contact number	

1. Whether the research materials in the experiment have RG2 or higher level Animal (plant) pathogenic pathogen?  Yes  No

● Description of the characteristics of Pathogen

Scientific Name of Pathogen			
Strain		Source	
Regional		Host	
Infection Mode		Incubation Period	
Disease and Symptoms			
Is it effective vaccine or treatment?			
ATCC <sup>®</sup> Number		Website for reference	
Pathogen Management Agency	<input type="checkbox"/> None <input type="checkbox"/> Centers for Disease Control <input type="checkbox"/> Council of Agriculture, Executive Yuan <input type="checkbox"/> Others:_____		

2. Operational culture experiment with RG2 or higher level Animal (plant) pathogenic pathogen?  Yes; Maximum volume\_\_\_\_\_  No

- The purpose of the pathogen culture experiment:  Gene extraction  Infection activity test  Preparation of antibodies  Control experiment  others\_\_\_\_\_

3. Is there any human or animal specimen in the experiment?  Yes\_\_\_\_\_  No

4. Whether it is genetic recombination of RG2 or higher level Animal (plant) pathogenic pathogen?  Yes  No

Full name and abbreviated name of recombinant gene	
Type of Recombinant gene	<input type="checkbox"/> DNA <input type="checkbox"/> RNA <input type="checkbox"/> protein <input type="checkbox"/> antibody <input type="checkbox"/> others:_____

The recombinant gene is transferred into the original pathogen	<input type="checkbox"/> Yes <input type="checkbox"/> No. pathogen: _____
The recombinant gene is transferred into other host or animal (plant)	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
After the recombinant gene is transferred into the host, it may be infectious:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not do this experiment

----- Biological Safety Commission Only-----

**Special Remarks for Biological Safety Commission**

<u><b>Audit committee</b></u>	<u><b>Chairman</b></u>

# Biological Laboratory Safety Checklist of National Chung Hsing University

(P1 laboratory of the size below 20 liters)

## 1. Basic information

No. :	Inspection date :	
Department :	The location and room number of the operating laboratory :	
Types of experiment : <input type="checkbox"/> cell culture ; <input type="checkbox"/> microbes ; <input type="checkbox"/> animals ; <input type="checkbox"/> plants		
The principal investigator :	Contact person :	Tel :
Operators :		

## 2. Check items

### A. Equipment of laboratory

Yes ,  No 1. With sterilization device. Location:\_\_\_\_\_.

### B. Experimental implementation

Yes ,  No 2. Standard operating procedure handler for contamination

Yes ,  No 3. With disinfectant:  70% ethanol;  5-10% bleach;  1% wescodyne;

\_\_\_\_\_.

Yes ,  No 4. With anti-fouling paper.

Yes ,  No 5. With pipette.

Yes ,  No 6. Sharp appliance management:  blade;  needle.

Yes ,  No 7. Personal Protective Equipment:  gloves;  lab coat;  Goggles;  Mask ;  \_\_\_\_\_.

Yes ,  No 8. Eating, smoking and food preservation in the laboratory are all forbidden.

Yes ,  No 9. Wash hands after recombination experiment or before leaving the lab.

Yes ,  No 10. Prevention from non-experimental animals such as insects and rodents.

### C. Biomaterial waste treatment

Yes ,  No 11. Bio-waste containers were all labeled.

Yes ,  No 12. Treatment of biological waste by autoclaving

Sterilization conditions: \_\_\_\_\_ kgf/cm<sup>2</sup>; \_\_\_\_\_ °C; \_\_\_\_\_ min

### D. Other suggestions

- Signature of the principal investigator : \_\_\_\_\_
- Signature of the Filler : \_\_\_\_\_
- Signature of the Biological Safety Commission : \_\_\_\_\_

## Personal Data Collection Agreement of National Chung Hsing University

According to the Personal Data Protection Act, National Chung Hsing University (hereinafter as NCHU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCHU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

### I. Basic Data Collection, Renewal and Management

- (I) NCHU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCHU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCHU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
  1. To check or review the collected data.
  2. To receive a photocopy of the collected data.
  3. To supplement or revise the collected data.
  4. To cease the collection, processing or use of the collected data.
  5. To delete the collected data.

However, NCHU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests; NCHU shall not be held responsible for any compensation.

### II. Purpose of Personal Data Collection

- (I) NCHU collects your personal data to meet the needs of Animal experiment application review.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCHU, you may lose certain rights or benefits as a

### III. Basic Information Security

If your personal information have be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCHU, or the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCHU shall inspect the cause and inform you by phone, mail, e-mail or website notice.

### IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCHU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCHU website. Should you disagree with any amendments, please exercise your right to request that NCHU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

### V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Taichung District Court as the court of the first instance jurisdiction.

**Note:** The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

I have read and accepted the above consent form. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Day/Month/Year