

General guidelines

- The company may choose to use CBB's inventory lists, but may also choose to design their own inventory lists, so the lists can be integrated into an electronic registration system. Alternative registration of inventory must contain the same information and is subject to the same biosecurity requirements as CBB's inventory lists.
- The company must present the inventory lists on demand. When an inventory list is completed, the biosecurity officer approves the inventory list with his or her signature.
- The company must update their inventory list regularly, at least every third month. All annual inventory lists must be submitted once a year to Centre for Biosecurity and Biopreparedness.

The form shall be sent by mail to:

Centre for Biosecurity and Biopreparedness
Statens Serum Institut
Artillerivej 5
DK-2300 Copenhagen S

- The note box "The company's own notes" is a service for companies, who wish to make their own notes. The note will not be read or used by CBB.

Completing the form

a. Licence

Specify "Licence number", which is noted in the licence.

b. Stocktaking of controlled related materials

First, specify type and number of the controlled related material (e.g. 2 Centrifugal separators). Please Note! Use the same names as those used in Annex 1 Section 3 of Executive Order no. 981 of 15 October 2009, for example fermentors, centrifugal separators, filtration equipment etc.

Specify the model name of the controlled related material as listed in the application form.

Specify building number and room number.

In the "Registered by" and "Date of stocktaking" fields, specify the initials of the employee, who performed the stock movement and the date of stocktaking.

In the "Movement of stock" field, specify the type of stock movement as purchase, sale, transfer, destruction, loss or theft.

The security officer must confirm the stocktaking with his or her initials.

Signature

Date and signature of the site's biosecurity officer.

Guide to completing the form by company type

The guide includes the most common types of company subject to Executive Order no. 981 of 15 October 2009, concerning the protection of certain biological substances, delivery agents and related material. Distributors of biological substances and other companies not included in this guide are asked to contact the Centre for Biosecurity and Biopreparedness for guidance.

	Licence to possess biological substances	Licence to possess related material	Licence for diagnostics	Retailers of related material with stock in Denmark	Retailers without stock in Denmark
Updated	-	Minimum every third month (single use disposable material should not be registered on the inventory list)	-	Minimum every third month	-
Submitted to CBB	-	Once a year (March 1)	-	Once a year (March 1)	-