

## General guidelines

- Companies with a licence or a retail letter must report any purchase, sale, transfer and disposal of controlled material to Centre for Biosecurity and Biopreparedness (CBB) within 14 working days.
- If the form contains information on biological substances and CBB-codes are not used, the form must be submitted by registered mail.
- 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.

### 1. Basic information

In the box, specify the company's name, licence number, Journal number, name of the biosecurity officer and the biosecurity's E-mail address.  
Tick off the appropriate report category.

#### 1a. Purchase or transfer

In the box, specify the CBB-code or name of the controlled material your company has purchased or received. The CBB-code is unique and assigned to every controlled biological substance and listed in the company's licence.

Also specify how many or how much controlled material your company has purchased and the received date.

In the next box specify the name of the company sending the material and the company's contact person, and address.

In the "Comments" field, additional relevant information may be specified.

#### 1b. Sale or transfer

In the box, specify the CBB-code or name of the controlled material you have sold or transferred to another company. The CBB-code is unique and assigned to every controlled biological substance and listed in the company's licence.

Also specify how many or how much controlled material your company has dispatched and the dispatch date.

The box "Transport company" is for biological substances only. Specify the name of the company transporting the biological substance.

In the next box specify the name of the company receiving the material and the company's contact person and address.

In the "Comments" field, additional relevant information may be specified.

#### 1c. Disposal

In the box specify the CBB-code or name of the disposed controlled material.

Also specify how many or how much controlled material your company has disposed and the date of disposal.

Note! It is only the last unit which has to be reported to CBB within 14 working days. Common use and growth of controlled biological substances only has to be recorded in the inventory list.

If the company no longer want a permission to store and use a controlled substances the company shall also send "*Form for changes to the licence*" to CBB.

In the "Comments" field, additional relevant information may be specified.

## 2. Signature

Date, name and signature of the site's biosecurity officer.

## 3. Sent by registered mail

Inventory lists of controlled related materials may be sent by E-mail or by regular mail. Inventory lists of controlled biological substances may be sent by E-mail or by regular mail, if CBB-codes are applied. If CBB-codes are not applied, inventory lists and other communications relating to controlled biological substances must be sent by registered mail.

The form shall be sent by mail to:

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

E-mail: [cbb@ssi.dk](mailto:cbb@ssi.dk)

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## 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
Section 1	Must be completed	Must be completed	Must be completed	Must be completed	Must be completed
Section a-c	Relevant section must be completed	Relevant section must be completed	Relevant section must be completed	b. or c. must be completed for transfer of isolated or otherwise extracted biological substances	Relevant section must be completed
Section 2	Must be completed	Must be completed	Must be completed	Must be completed	Must be completed