

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

Application form

	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	1a	1a	1b	1a and 1c	1a and 1c
Section 2-5	Must be completed	Must be completed	Must be completed	Must be completed	Must be completed
Section 6	6a	6b	Not to be completed.	6b	6a or 6b
Section 7	7a-7b Possibly 7c-7d	7a-7b Possibly 7c-7d	7a-7b	7b	7b
Section 8	Attached	Attached	Attached	Attached	Attached
Section 9	Must be completed	Must be completed	Must be completed	Must be completed	Must be completed

Vulnerability assessment and security plan

	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	1a, 1b, 1d	Not to be completed	1c	Not to be completed	Not to be completed
Section 2	2a	Not to be completed	2a	Not to be completed	Not to be completed
Section 3	3a-3d	3a-3d	Not to be completed	3a-3d	3a-3d
Section 4	Procedures: 1-3	Procedures: 1-2	Procedures: 3-5	Procedures: 1-2	None

Inventory list for controlled biological substances

	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	-	-	-	-
Submitted to CBB	Once a year (March 1)	-	-	-	-

Inventory list for controlled related materials

	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)	-

Form for annual reporting of inventory

	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
Submitted to CBB	Once a year (March 1)	Once a year (March 1)	-	Once a year (March 1)	-
Section 1-2	Must be completed	Must be completed	-	Must be completed	-

Form for reporting purchase, sale, transfer and disposal

	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

Access control list

	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
	The company must complete an access control list	-	-	-	-

Form for changes to the licence

	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
1-2	Must be completed	Must be completed	Must be completed	Must be completed	Must be completed
Section 3	Relevant section must be completed	Relevant section must be completed	Relevant section must be completed	Relevant section must be completed	Relevant section must be completed
Section 4	Must be completed	Must be completed	Must be completed	Must be completed	Must be completed