

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. Furthermore, the company must be able to extract a separate inventory list of all stock movements for each controlled biological substance.
- The company must keep separate inventory lists with the CBB-codes specified in the licence for each controlled biological substance. The company must update their inventory list regularly, at least every third month. The inventory lists must be accurate.
- Inventory lists must be kept in the biosecurity dossier if the name of the controlled biological substance appears. 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.
- All annual inventory lists with the CBB-codes specified in the licence must be submitted once a year or every 3. month (depending on the licence) 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 wishes to make their own notes. The note will not be read or used by CBB.

Completing the form

a. Licence, CBB-code and the location of the controlled biological substance

Specify "Licence number" and "CBB-code", which are noted in the licence.

In the "Building number" and "Room number and possible freezer number" fields, specify building number, room number and possible freezer number, if there are more freezers in the same room.

b. Stocktaking of controlled biological substances

In the "Number of closed containers" field, specify the number of units of the controlled biological substance (e.g., 5 tubes).

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 usage, new production, purchase, sale, transfer, waste, 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	—	—	—	—
Submitted to CBB	Once a year (March 1)	—	—	—	—