




Form for indication/change of use of an at risk room on site




- To be filled in prior to indication/change of the use of a laboratory room, (vaccine)production room, laboratory animal room or storage room.
- Use one form per room.

Concerns:

Room (Building, floor and room number)	
Current colour mark	<input type="checkbox"/> Green  <input type="checkbox"/> Yellow  <input type="checkbox"/> Red  <input type="checkbox"/> None
Current restriction level (E.g. ML-I, ML-II, BSL-2, C-lab)	
Name of Organization	<input type="checkbox"/> BBio <input type="checkbox"/> InTraVacc <input type="checkbox"/> RIVM <input type="checkbox"/> Microeos <input type="checkbox"/> Cipla <input type="checkbox"/> _____
Name of Centre and /or Department	
Name or reporter with telephone number and e-mail address	

Indication or change in the following details:

Colour mark:

- Green 
 Yellow 
 Red 
 Withdrawn Not changed

Restriction level room:

- BSL-1 BSL-2 BSL-3 ML-I ML-II ML-III
 MI-I MI-II MI-III
 D-I DM-I DM-II DM-III
 Supervised zone / C-lab Controlled zone / B-lab Chemical: _____
 Other, namely: _____

Required vaccinations and/or controls:

- DKTP DTP BMR HEP-A HEP-B Not applicable
 TB-control (mantoux/thorax) Other, namely: _____ Influenza

Informants (red/yellow room) / functional room administrators (green room):

- Change to: Name: _____ Not changed
 Tel: _____

Required start date:

Signature by the line management

Name: _____ Date: _____
Signature: _____

(Forward to expert according to procedure on next page)

Processing:

	Action holder (enter name)	Date	Initials action holder
Check and forward to PSP (I&O)	(Expert)		
Data processed in room administration system	(roomadministrator PSP)		
Order to affix / change the colour mark			
Colour mark affixed			

Procedure:

1. Enter above date.
2. Sign the form (only by line management).
3. Send for agreement tot he expert for CBRN-substances of your organization (e.g. BVF/BSO, ACS, occupational hygienist, safety expert):
 - BBIO: ML_BBIO-QSHE@BBIO.nl
 - Intravacc: bsv@intravacc.nl
 - RIVM: bvf@rivm.nl or email to ACD or occupational hygienist of RIVM
 - Microeos: info@microeos.com
4. Expert forwards the form after approval to:
 - Room administrator PSP: ruimten@stichting-alt.nl
5. Room administrator PSP gives order to affix or change a colour mark.
6. Room administrator PSP processes the data in the room administration system Planon.