




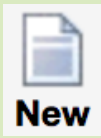
# How to submit application via UQSafe

1. Open "lab activity application register" via any UQSafe link:



**[Lab Activity Application Register](#)**  
Manage Biological, Chemical & Radiation activity applications

2. Select "new"



3. Complete all fields marked with red arrow:

Back Save Submit Help

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments

Activity Details

Title  ↕

Applicant  🔍 ↕

Leader  🔍 ↕

Contact  🔍 ↕

Business Unit  🔍 ↕

Activity Type -- please select Activity Type -- ↕

4. Select activity type:

- a. Biological
- b. Chemical
- c. Radiation

5. Select activity category

- e.g. Biological activity:
- a. GM dealings
  - b. High risk biological
  - c. Biosecurity

6. Select type of dealing

- e.g GM dealings:
- a. NLRD, notifiable low risk dealing
  - b. Exempt dealing

7. Complete activity description page

8. Materials page:

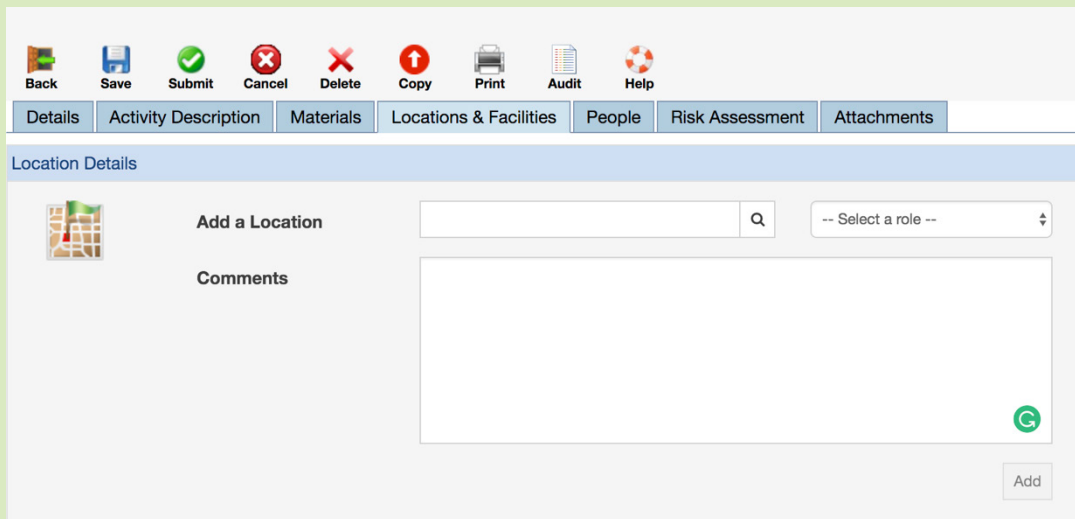
a. Search for materials



b. Add new material



## 9. Locations and facilities:



a. Search for location i.e. where activity will be undertaken – enter the suite name (“building – room number”) or search for location type = suite

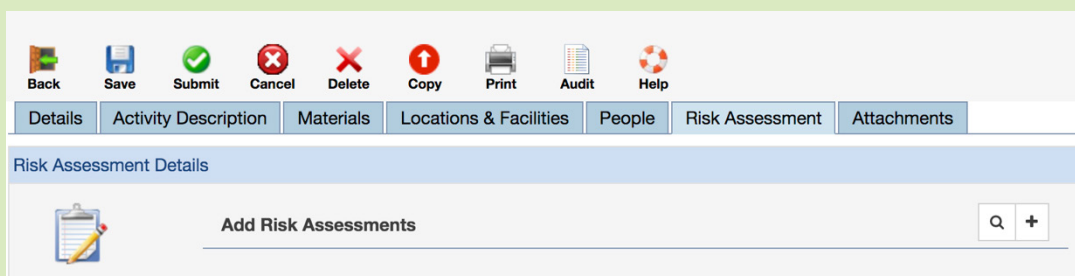
b. Select role of the location i.e. contingency location, main dealing location, other dealing location, storage location

## 10. People:

a. Add all authorised persons involved in the dealing

b. Select role for each person

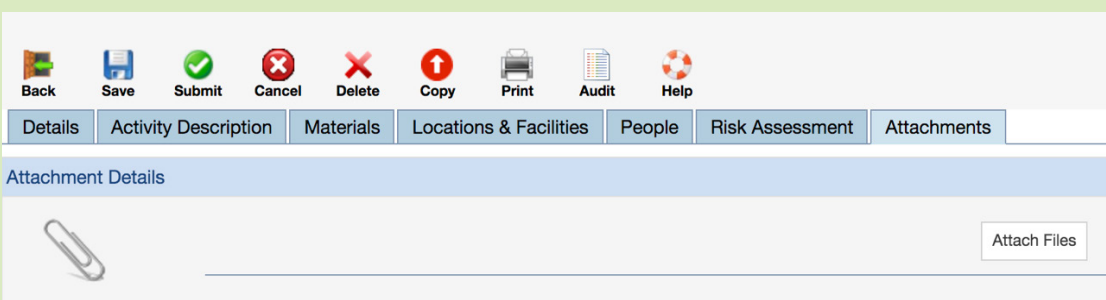
## 11. Risk assessment:



a. Search UQSafe-Risk for associated risk assessments

b. Risk assessments must be provided for high risk biological applications and if requested to do so.

## 12. Attachments:



a. Attach any relevant documents e.g. Biosecurity import permits, ethics approvals, carcinogen approvals, IMB risk assessments etc.

## 13. Click submit:



## 14. Confirm submission and await feedback from Biosafety and IBC.

For technical assistance and support please phone ITS Help Desk on **(07) 336 56000** or log a job via the self-service portal:

<https://servicedesk.its.uq.edu.au/ServiceDesk.bridgetit#/logon>