



Date: _____

**INVENTORY FORM
(Biological Safety Cabinet, BSC)**

a. Basic information:

Department: _____

Building: _____ Location: _____

Class: _____ Brand: _____

Model: _____ Serial No.: _____

*Contact person: _____ *Tel. No.: _____

Email: _____ Frequency of use: _____

* Please see Personal Information Collection Statement overleaf

b. Information for BSC transferred from other department:

BSC Code: _____ Status of BSC: _____

Accident or problems encountered in the past year:

Remark:

c. Biological agents handled inside this BSC:

| Biological agents handled | Yes | No | Hazard gp | | | Please provide detailed information |
|---|-----|----|-----------|---|---|-------------------------------------|
| | | | 1 | 2 | 3 | |
| Bacteria | | | | | | |
| Virus | | | | | | |
| Fungi | | | | | | |
| Parasites | | | | | | |
| Genetic Modified Organisms | | | | | | |
| Cell cultures: | | | | | | |
| Primary cell cultures (please specify origin) | | | | | | |
| Well-established or continuous cell lines | | | | | | |
| Clinical specimens | | | | | | |
| Blood/body fluids/tissues | | | | | | |
| Others (please specify) | | | | | | |

***Please complete the form and return to the Safety Office by fax (2559 5557) or email (twlam@hku.hk).**

The University of Hong Kong Safety Office Personal Information Collection Statement, Biological Safety Cabinet. The personal data you may choose to provide in your request for service will be used solely by members of the Safety Office EM Team to facilitate communication and arrangements for provision of Safety Office services in connection with BSC's. The personal data will not be transferred and disclosed to the University's faculties/schools/departments/other offices and work units/staff members. It will not be transferred or disclosed to other organisations, agencies and persons in or outside Hong Kong (e.g. service providers engaged by the University). In handling the personal data provided, the requirements of the Personal Data (Privacy) Ordinance ("Ordinance") and other applicable legal requirements of other jurisdictions will be strictly complied with. You have the right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Please visit the University's Privacy Policy Statement for enquiries or further details. If you choose to provide personal data in connection with your request for service you will be agreeing to the above statements.