

**BCH COMMON FORMAT**  
**Biosafety Information Resource Centre<sup>1</sup>**

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**General information**

1. Type of resource<sup>2</sup>:
- Guidance material for risk assessment and risk management
  - One-off publication (monograph)
    - Book or manuscript
    - Book chapter
    - Brochure or pamphlet
    - Conference paper
    - Journal article (scholarly or peer-reviewed)
    - Newsletter or magazine article (not peer-reviewed)
    - Review or abstract
    - Speech (printed)
    - Survey or evaluation
    - Thesis or dissertation
  - Graphic resource
    - Maps, charts, diagrams or models
    - Photo gallery
    - Video documentary
  - News service
    - Email list-serv
    - News aggregator / newswire
    - Newspaper
    - News clip
    - Radio / TV transcript
  - Report
    - Scientific / research report
    - Technical report
    - Workshop proceedings
    - Project outcomes / review
    - Case study
    - Annual report
  - Series / periodical
    - Journal (scholarly or professional / peer-reviewed)

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<sup>1</sup> The Biosafety Information Resource Centre (BIRC) is a database of biosafety-related publications and information resources with the objective of increasing the accessibility and use of available biosafety information and resources by policymakers, educators, researchers, and the general public.

<sup>2</sup> Please select the broad category, or type of resource from the controlled vocabulary provided.

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- Magazine (not peer-reviewed)
  - Newsletter
  - Newspaper
  - Technical series
  - Teaching material (including manuals, toolkits and presentations)
    - Manual, training module or tutorial
    - Toolkit
    - Presentation or demonstration (talks)
    - Best practice compilation
    - Video or recording
  - Website, online reference or search tool
    - Annotation (summary information)
    - Bibliography / index
    - Bulletin board / discussion forum
    - FAQ (frequently asked questions)
    - Glossary / thesaurus
    - Online database
    - Online library or catalogue
    - Specialized search engine
    - Website
  - Other, please specify: \_\_\_\_\_
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2. Title<sup>3</sup>: <Text entry>

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3. Author / Creator<sup>4</sup>: <Text entry>

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4. Description<sup>5</sup>: <Text entry>

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5. Date<sup>6</sup>: <YYYY-MM-DD>

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6. Languages: <Controlled vocabulary: languages<sup>7</sup>>

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7. Format<sup>8</sup>: <Text entry>

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<sup>3</sup> Specify the title of the publication, book, website.

<sup>4</sup> Provide the name of author of the publication or entity primarily responsible for making the content of the resource.

<sup>5</sup> Provide a summary, abstract or overview of the contents of the resource, or outline table of contents.

<sup>6</sup> *Optional.* Provide the date of the published material, if applicable.

<sup>7</sup> The BCH Controlled Vocabulary for Languages is available at <http://bch.biodiv.org/thesaurus/domain.aspx?domainid=117>

<sup>8</sup> Format may be used to identify the software, hardware, or other equipment needed to display or operate the resource, or dimensions such as size, number of pages and duration. E.g. 120 page book, 30cm x 30cm; NTSC video, 60 minutes.

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8. Media type <sup>9</sup> :	<input type="checkbox"/> Online <ul style="list-style-type: none"> <li><input type="checkbox"/> Application (i.e. computer program)</li> <li><input type="checkbox"/> Audio file</li> <li><input type="checkbox"/> Image</li> <li><input type="checkbox"/> Inter-changeable mark-up language (e.g. XML)</li> <li><input type="checkbox"/> PDF</li> <li><input type="checkbox"/> Text (e.g. webpage)</li> <li><input type="checkbox"/> Video</li> </ul> <input type="checkbox"/> Hard or soft copy <ul style="list-style-type: none"> <li><input type="checkbox"/> Document</li> <li><input type="checkbox"/> Photograph</li> <li><input type="checkbox"/> Compact disc</li> <li><input type="checkbox"/> DVD</li> <li><input type="checkbox"/> Video</li> </ul> <input type="checkbox"/> Other (please specify): .....
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9. Identifier <sup>10</sup> :	<Text entry>
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10. Publisher <sup>11</sup> :	<Text entry>
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11. Rights <sup>12</sup> :	<Text entry>
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12. Source <sup>13</sup> :	<Text entry>
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**Access to the resource**

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13. Link to the resource <sup>14</sup> :	<Web address (URL and website name or description) or attachment>
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14. How to order the resource <sup>15</sup> :	<Text entry>
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<sup>9</sup> Please select the type(s) of media in which the resource is available from the controlled vocabulary.

<sup>10</sup> Identification systems include the ISBN, the ISSN or web address (URL), if available.

<sup>11</sup> Specify the name of the publisher and its location.

<sup>12</sup> *Optional.* Information about rights held in and over the resource, such as copyright holder, and availability for reproduction for educational or non-profit purposes.

<sup>13</sup> *Optional.* A reference to a resource from which the present resource is derived. (For original documents you may wish to specify “original document”).

<sup>14</sup> Please provide website addresses with a link to the resource, and/or attach relevant documents that will be stored in the database for users to download.

<sup>15</sup> Please provide details on how the resource can be ordered or otherwise obtained.

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**Contact details<sup>16</sup>**

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15. Organization: <Choose from list: organizations<sup>17</sup>> or <Biosafety Organization common format<sup>18</sup>>

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16. Contacts<sup>19</sup>: <Contact details common format<sup>20</sup>>

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**Subject**

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17. Thematic areas (keywords)<sup>21</sup>:
- All biosafety issues
    - Administrative framework
      - Compliance
      - Transboundary movement (import/export)
      - Transit and contained use
    - Biotechnology, trade and the environment
    - Capacity building and financial resources
    - Environmental, food and feed safety
    - Handling, transport, packaging and identification
      - Identification of LMOs
    - Human health
    - Information exchange and data management (including the Biosafety Clearing-House)
      - Intentional introduction into the environment (AIA)
      - LMOs for use as food or feed or for processing
    - Legislative and regulatory framework
      - Liability and redress
      - National biosafety frameworks
    - Public awareness, education and participation
    - Research and training in biosafety
    - Risk assessment and risk management
    - Socioeconomic considerations
  - Other (please specify) \_\_\_\_\_
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<sup>16</sup> Please provide details of either an organization or contact person for further information.

<sup>17</sup> The List of Organizations includes all Organizations registered with the Directory of Biosafety Organizations at <http://bch.biodiv.org/resources/organizations.shtml>

<sup>18</sup> Please provide a BCH record number for previously registered information, or complete the Biosafety Organization common format, available under the “Information-sharing” heading at <http://bch.biodiv.org/resources/commonformats.shtml>

<sup>19</sup> Please provide a BCH record number for previously registered information, or complete the Contact Details common format, available under the “Core Forms” heading at <http://bch.biodiv.org/resources/commonformats.shtml>

<sup>20</sup> Please provide a BCH record number for previously registered information, or complete the Contact Details Reference common format, available under the “Core Forms” heading at <http://bch.biodiv.org/resources/commonformats.shtml>

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18. LMO categories (keywords) <sup>22</sup> :	<input type="checkbox"/> All LMO categories <input type="checkbox"/> Human health <input type="checkbox"/> Animals <input type="checkbox"/> Fishes <input type="checkbox"/> Microorganisms <input type="checkbox"/> Plants <input type="checkbox"/> Other (please specify) _____
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19. Other keywords <sup>23</sup> :	<Text entry>
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<b>Additional information</b>	
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20. Any other relevant information <sup>24</sup> :	<Text entry>
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21. Relevant documents <sup>25</sup> :	<Web address (URL and website name or description) or attachment>
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22. Notes <sup>26</sup> :	<Text entry>
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<sup>21</sup> This section provides keywords relevant to the thematic area covered to assist in searching for and translation of the record (a full description may be provided elsewhere in the record).

<sup>22</sup> This section provides keywords relevant to the categories of LMOs addressed to assist in searching and translation (a full description may be provided elsewhere in the record).

<sup>23</sup> Please provide any additional key words that may aid in classification and searching.

<sup>24</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>25</sup> Please provide website addresses containing relevant information, and/or attach one or more relevant documents that will be stored in the database for users to download. Additional information could include, for example, a link to the actual resource, and/or contact details for obtaining further information. A copy of the document text may also be attached and stored in the BCH central database.

<sup>26</sup> The notes field is for your personal use only: you can see it when you edit the record, but it is not visible through search pages.

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**Name of person authorizing publication:**

**Signature:**

**Date:**

Please return to:

**Secretariat of the Convention on Biological Diversity**

413 rue Saint-Jacques, suite 800

Montreal, Quebec, Canada

H2Y 1N9

SCBD: <http://www.biodiv.org>

Tel.: 1 514 288-2220

Fax: 1 514 288-6588

Email: [bch@biodiv.org](mailto:bch@biodiv.org)

BCH: <http://bch.biodiv.org>