Standards Council of Canada
Conseil canadien des normes

270, rue Albert Street, Suite / Bureau 200, Ottawa ON K1P 6N7, CANADA
tel/tél +1 613 238 3222 **fax**+1 613 569 7808 **web** www.scc-ccn.ca

Application for Recognition of GLP Compliance

Identify (√)

Test Facility: ☐ **Pesticides:** ☐
Test Site[1]: ☐ **Industrial Chemicals:** ☐
Other (specify): ☐ _____

_____
Applicants Legal Name

_____
Street Address

_____
Postal Address (if distinct from street address)

_____
City / Province / Postal Code

_____
Telephone No. / Fax No. / E-mail address

hereby applies for recognition of compliance to the *OECD Principles of Good Laboratory Practice* (1998) for the facilities listed below (if multiple, sites or if the street address is distinct from that provided above) under the areas of expertise which follow ([1]Field Sites are Test Sites):

1. _____ _____
Facility Legal Name — Street Address

_____ _____
City / Province / Postal Code — Telephone No. / Fax No. / E-mail Address

2. _____ _____
Facility Legal Name — Street Address

_____ _____
City / Province / Postal Code — Telephone No. / Fax No. / E-mail Address

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3. _____ _____
Facility Legal Name Street Address

_____ _____
City / Province / Postal Code Telephone No. / Fax No. / E-mail Address

4. _____ _____
Facility Legal Name Street Address

_____ _____
City / Province / Postal Code Telephone No. / Fax No. / E-mail Address

Area(s) of Expertise	**Identify (√)**			
	1	2	3	4
Physical-chemical testing				
Toxicity studies				
Genotoxicity/Mutagenicity studies				
Environmental toxicity studies on aquatic and terrestrial organisms				
Studies on behavior in water, soil and air; bioaccumulation				
Residue studies (field phase)				
Studies on effects on mesocosms and natural ecosystems				
Analytical and clinical chemistry testing (product preliminary analysis, residue and/or environmental)				
Toxicokinetics				
Other studies (specify)				

Recognition is being sought in accordance with the identified option[2]:

Recognition Options[2]	**Identify (√)**			
	1	2	3	4
A full inspection: a facility inspection and study audit(s) for facilities which have previously conducted GLP studies.				
A facility-only inspection without a corresponding study audit(s) for facilities which have not as yet conducted GLP studies.				

[2]Refer to CAN-P-1583, section 7.3.1 for description of recognition options.

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An application package is enclosed and includes:

i) a completed *Application for Recognition of GLP Compliance* form;

ii) a facility organizational chart and facility floor plan;

iii) a current Master Schedule;

iv) a list of all current SOPs under headings which are consistent with clause 7.4 of the *OECD Principles of Good Laboratory Practice* (1998);

v) for test sites, a response to the questions found on Annex A; and

vi) an appropriate application fee according to the published SCC GLP recognition fee structure.

On granting of GLP recognition, the applicant agrees:

i) to comply with the requirements and conditions contained in the latest edition of the Standards Council of Canada document, *SCC Monitoring Authority Requirements for the Recognition of GLP Compliant Test Facilities* (CAN-P-1583);

ii) to pay the required annual and visit fees;

iii) that recognition does not imply that GLP studies are approved or endorsed by the SCC, or by any government agency or any certifying body; and

iv) that GLP recognition may be withdrawn, on failure of the facility to continue to comply with the foregoing, subject to Standards Council of Canada appeal procedures as referenced in CAN-P-1583 and thoroughly described in the SCC appeals document, CAN-P-15.

SIGNATURE _____

NAME _____

TITLE _____

DATE _____

Application forms in electronic format are available upon submitting an email request to the SCC at: info.palcan@scc.ca. *Cette forme est aussi disponible en français.*

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ANNEX A

GLP Test Site Questionnaire

Please respond to the following questions. The answers are particularly relevant to facilities operating as test sites in multi-site studies in order to establish how the corresponding requirements of the *OECD Principles of GLP* are met.

a) How is your facility organized to ensure that clear lines of communication exist between management (test facility/test site), Study Director(s), Principal Investigator(s), Quality Assurance Program(s) and study personnel?

b) Do any personnel at your test site ever function in the role of a Study Director?

c) How are QAP functions conducted (e.g. sponsor, in-house; contract QA)?

d) How are your records and materials archived (e.g. on-site, contract, transferred to Study Director)?

Reset