

University of Prince Edward Island		Policy Number:
Policy Title: UPEI Biosafety in Research and Teaching		Page 1 of 21
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1. Purpose

The University of Prince Edward Island is committed to incorporating health and safety practices governing all personnel working with biohazardous materials in research and teaching activities at UPEI and thereby protecting the safety of University faculty, staff, and students, the public at large, animals and the environment. The University will comply with the guidelines of Health Canada and the Canadian Food Inspection Agency, Fisheries and Oceans Canada’s National Code on Introductions and Transfers of Aquatic Organisms, as well as all applicable federal and provincial regulations that govern biohazardous material management.

In order to meet these commitments, the University has appointed a Biosafety Committee (BSC) which will review, amend and/or develop policies and procedures, and which will review research and teaching related applications for the use of biohazardous materials, and in conjunction with the UPEI Health & Safety Advisor ensure that laboratories are certified and containment procedures and equipment monitored. Use of biohazardous materials in the Veterinary Teaching Hospital and/or Diagnostic Services is governed by policies specific to these areas.

2. Scope

This policy governs use of biohazardous materials in research and/or teaching.

3. Responsibility

The Vice President, Research and Development has overall responsibility for this policy, its implementation and review. The Vice-President, Finance and Facilities has overall responsibility to ensure a Health and Safety Advisor is in place.

4. Policy

4.1 Definitions

Authorized Worker: A person who is authorized to work with permitted

materials under the supervision of the Biosafety Permit Holder. Authorized workers can be faculty, staff, contract personnel, graduate students, undergraduate students, or authorized visitors.

Biosafety: Development and implementation of administrative policies, work practices, facility design, and safety equipment to prevent transmission of biologic agents to workers, other persons, animals, plants, and the environment.

Biosafety Permit Holder: A Principal Investigator/Faculty Member who has been authorized by the UPEI Biosafety Committee to work with biohazardous material within the scope of his/her permit.

Biohazardous material: Biohazardous material is any biological material which is potentially harmful to humans, animals, plants and/or the environment. These include but are not limited to any organism [bacteria, mycoplasma, viruses, parasites (both metazoan and protozoan), fungi, algae, and human blood, cells, body fluids and tissues] or their toxic metabolites believed to be potentially harmful to humans, animals or plants. Certain types of nucleic acids, such as DNA derived from pathogenic organisms and human oncogenes, are also considered to be biohazardous materials. Any cases where it is uncertain whether the material is a biohazard should be referred to one of the academic members of the UPEI Biosafety Committee.

Containment level: The containment levels are based on the level of risk or hazard to be encountered when working with biohazardous material as well as on the engineering, operational, technical and physical requirements for manipulating a particular material safely.

Risk Groups: Biohazardous materials are classified on the basis of their particular characteristics such as: pathogenicity, infectious dose, mode of transmission, host range, availability of effective preventative measures and the availability of effective treatment. Risk Group 1 presents the lowest risk, and Risk Group 4 presents the highest risk. (See Laboratory Biosafety Guidelines, 3rd Edition, <http://www.phac-aspc.gc.ca/ols-bsl/lbg-ldmbl/index.html>.)

Supervisor: A person who is authorized by the University to oversee or direct the work of employees and students by virtue of their job function.

4.2 Policy Statement

The University of Prince Edward Island requires that all Principal Investigators/Faculty Members assume the primary administrative responsibility for the proper acquisition, storing and disposal of biological/biohazardous material in research and teaching. In addition, all individuals working with these materials must adhere to the procedures and rules for the acquisition, use, handling, storage, transportation and disposal of these materials. No research or teaching involving biohazardous materials may be undertaken, until a biosafety permit has been obtained by the Principal Investigator/Faculty Member. All activities require compliance with Health Canada Laboratory Biosafety Guidelines (3rd edition, 2004), CFIA Containment Standards for Veterinary Facilities (1st edition, 1996), and UPEI policies and procedures. To protect faculty, staff, and students, the public at large, animals, and the environment, members of the Biosafety Committee are authorized to review and monitor all research and teaching involving biohazardous materials. Failure to comply with this policy will result in a review by the Biosafety Committee and may result in disciplinary action.

4.3 Duties and Responsibilities

4.3.a UPEI Biosafety Committee

The UPEI Biosafety Committee, administered by the Vice-President Research and Development, has the authority to implement and enforce policies and procedures relating to the handling and use of biological/biohazardous materials at UPEI, with the mandate to ensure biocontainment of those materials, protecting personnel, the public at large, animals and the environment from associated risks.

Membership

Members of the committee are appointed by the President and will appropriately represent the various departments at the University that are involved in work with biological/biohazardous materials.

- **Regular Members**
 - Three UPEI faculty members with expertise in various areas of biological research and work with biohazardous materials
 - One member of UPEI Staff, working in a laboratory associated

- with biohazards
- One graduate student
- One undergraduate student
- **Ex officio Members**
Health & Safety Advisor
Vice President, Research & Development

The Committee may invite resource people, for example the Chief Medical Officer of PEI, or the Director Animal Resources, or other faculty or staff with necessary expertise to attend meetings as required.

- **Chair**
The Chair of the Committee will be appointed by the President from among the faculty members on the committee.
- **Term**
Committee members, other than student members, will serve for a three year term, initially staggered to ensure continuity. The graduate student will serve for a two year term. The undergraduate student will serve for a one year term. For all members, re-appointment for an additional term is possible. Normally members will be limited to two consecutive terms.
- **Quorum**
A quorum will consist of 3 members.

Duties and Responsibilities

The duties and responsibilities of the UPEI Biosafety Committee are to:

- review, amend and/or develop policies and procedures governing the acquisition, use, handling and disposal of biological/biohazardous materials in research and teaching;
- review applications for the use of biological/biohazardous material, and approve those applications that meet health, safety and environmental standards as laid out in current Health Canada Laboratory Biosafety Guidelines (at present, the 3rd edition, 2004), current CFIA Containment Standards for Veterinary Facilities (1st edition, 1996), and UPEI policies and procedures;
- conduct or arrange for inspections of facilities, rooms and equipment;
- ensure appropriate training is made available to all personnel and

students that may be exposed to biological/biohazardous materials at UPEI;

- ensure that a mechanism is in place to monitor adherence to policies and procedures.
- deal with reports of non-compliance and with the assistance of the University Health & Safety Advisor ensure that reports are acted upon;
- refer reports of incidents and spills relating to biological/biohazardous materials as appropriate using the University's Incident Report Form (http://www.upei.ca/humanres/Incident_report.pdf);
- ensure that the inventory database of biological/biohazardous material stored at UPEI is current.
- serve as a resource for faculty, staff and students, and encourage the dissemination of information;
- maintain complete records of meetings and activities, including but not limited to minutes of Committee meetings, biosafety applications, permits, and certificates
- meet twice a year or more frequently as required;
- provide a yearly, written report to the Vice President, Research & Development.

4.3.b Department Chairs and Facility Directors

Chairs and Directors are expected to be knowledgeable about ongoing activities in their department/facility.

The duties and responsibilities of Chairs and Directors are to:

- encourage compliance of Principal Investigators/Faculty Members in their department/facility with UPEI's safety, health and environmental practices;
- ensure that research and teaching areas under their supervision are certified as appropriate by the Biosafety Committee;
- act as the contact person if any violations of the UPEI Biosafety Policy occur in their designated area;
- to review the "Application for Biosafety Permit" as prepared by Principal Investigators/Faculty Members in their department;
- address violations of the Biosafety in Research and Teaching Policy by taking corrective actions in cooperation with the UPEI Biosafety Committee and other appropriate University officials.

4.3.c Principal Investigator/Faculty Member

Principal Investigators/Faculty members have the primary responsibility for compliance with the UPEI Biosafety Policy. Therefore the Principal Investigator/Faculty member is responsible to ensure a safe workplace for themselves and all personnel and students listed. Good communication and an emphasis on good work practices and regular self-assessment of compliance by laboratory personnel is important.

The duties and responsibilities of the Principal Investigator/Faculty Member are to:

- remain current with any regulatory changes by referring to the latest edition of this policy as published on the University's policy web site.
- obtain authorization from the Biosafety Committee for all work which uses biological/biohazardous material **PRIOR TO ACQUISITION OF THE MATERIAL OR THE INITIATION OF THE WORK** , by submitting the "Biosafety Permit Application at least 30 days prior to required approval date;
- comply with and enforce the regulations as required by regulatory agencies and the University policies and procedures;
- ensure all required animal care & use authorizations are in place;
- cooperate with members of the Biosafety Committee, the Health & Safety Advisor and all other persons exercising duties imposed by regulatory agencies;
- post a printed copy of the Biosafety Permit in the laboratory/area where the biological/biohazardous material is used;
- ensure biohazard warning labels are posted where required;
- ensure all workers are authorized to handle the biological/biohazardous material and have attended appropriate training;
- communicate risks to the supervisor of Central Services as appropriate;

- provide competent supervision and site/project specific training to all authorized workers;
- keep records of training sessions signed by both the trainer and the trainee;
- ensure, that in shared laboratories other workers have been informed the proposed work will take place, and of the hazards, risks and symptoms of exposure associated with the work;
- ensure all biological waste is handled appropriately;
- develop a visitor policy and ensure visitors are supervised;
- ensure a Laboratory Safety Book is available in the laboratory and contains the required information on: emergency response, reporting of accidents, MSDS information, spill clean-up procedures, exposure control plan, symptoms of exposure in case of infection, and other appropriate documentation;
- ensure all authorized workers are familiar with the contents of the Laboratory Safety Book;
- ensure all safety devices are certified as required, and all personal protective equipment is present and in good working order;
- ensure any equipment or area used within a biohazardous work area that needs maintenance or servicing is appropriately decontaminated, and labeled as such, prior to any work taking place;
- immediately report all incidents, accidents, spills, or malfunction of containment equipment, involving biological/biohazardous materials, in writing to the Health & Safety Advisor for action by the Biosafety Committee as appropriate using the University's Incident Report Form (http://www.upei.ca/humanres/Incident_report.pdf);
- ensure precautionary medical practices for authorized workers are in place as required;
- immediately report suspected or confirmed illnesses, resulting from

exposures to hazardous materials, to the Health & Safety Advisor;

- submit an annual statement confirming the security and inventory of the biohazardous materials being used or stored as specified on the Biosafety Permit. NOTE: Any theft or loss of biological materials with a Risk Level >1 must be reported to the UPEI Health & Safety Advisor immediately upon discovery.

4.3.d Authorized workers

The health and safety of each worker is extremely important. All workers are expected to take a pro-active role in educating themselves about the agents, materials and equipment with which they are working. They will conduct their work in a safe and responsible manner so as to protect their own health and safety, as well as that of others who could be affected by their acts or omissions.

The duties and responsibilities of the authorized worker are to:

- comply with all applicable rules and regulations set forth by regulatory agencies and the UPEI Biosafety Policy;
- ensure they have received and understood the appropriate training to safely and effectively perform their duties; training will include UPEI WHMIS and Biosafety training, including the proper use and maintenance of safety equipment and personal protective equipment, and if required will include site/project specific training;
- cooperate with their supervisor, members of the Biosafety Committee and all other persons exercising duties imposed by regulatory agencies;
- notify their supervisor when they become aware of any unsafe act or condition, or incident, accident or spill; if the supervisor is unavailable, it is his/her responsibility to notify the Department Chair or the Health & Safety Advisor.

4.3.e Central Services, authorized maintenance and cleaning personnel

Central Services, authorized maintenance and cleaning personnel who are required to enter facilities where biological/biohazardous materials are being used or disposed of, must be informed of the hazards that may be encountered. They must be trained in general workplace safety and any other practices or

procedures required for the safe execution of their work.

The duties and responsibilities of Central Services, authorized maintenance and cleaning personnel are to:

- ensure they have received and understood appropriate safety training
- carry out their work in a safe and responsible manner
- notify their supervisor when they become aware of any unsafe act or condition.

4.4 *Biosafety Permits*

4.4.a Materials requiring a biosafety permit

The University requires that Principal Investigators/Faculty Members obtain a Biosafety Permit for all work areas where they want to use, work with, release or store biological/biohazardous materials as listed below. Biosafety Permits for specific multi-user areas must be applied for by the person responsible for that area.

The use of the following materials in research or teaching will require a Biosafety Permit from the UPEI Biosafety Committee:

- Organisms or materials classified as Risk Group 1, and organisms, materials, or pathogens from Risk Groups 2¹;
- Unfixed animal (or human) blood, tissues, cells and body fluids;
- Non-indigenous entities and transgenic plant and animal materials;
- Procedures involving large-scale (>10 L) production of micro-organisms; or
- Genetically modified micro-organisms, animals or plants which are not known to occur naturally.

5. Permit Application Procedure

The “Application for Biosafety Permit” (G:\ORD\Biosafety\Form - Biosafety Permit Application.wpd) to use biological materials must be completed and submitted to the

¹ Some Risk group agents can be found in Laboratory Biosafety Guidelines, 3rd Edition, 2004, by Health Canada <http://www.phac-aspc.gc.ca/ols-bsl/lbg-ltml/index.html> or by consulting the MSDS of organisms on the following web page: <http://www.hc-sc.gc.ca/pphb-dgsp/msds-ftss/index.html>. If in doubt contact: Health Canada, Office of Laboratory Security: 613-957-1779 (human pathogens), or CFIA: 613-221-7088 (animal pathogens).

UPEI Biosafety Committee, along with the required supporting documentation according to the permit application procedures. If applicable the appropriate Import Forms² must be completed and submitted with the Application Form for a Biosafety Permit. The UPEI Biosafety Committee will review the submission and grant permission if the application fulfills applicable requirements of the Health Canada Laboratory Biosafety Guidelines (3rd edition, 2004), CFIA Containment Standards for Veterinary Facilities (1st edition, 1996), and UPEI policies and procedures. All information provided by the applicant will be treated as confidential.

- 5.1 It is the responsibility of the applicant to ensure that all appropriate requirements are met prior to submitting the permit application to the UPEI Biosafety Committee.
- 5.2 The Biosafety Committee may approve, reject, or make recommendations in accordance with the permit approval criteria, based on the regulatory requirements.
- 5.3 If the application is approved, the Biosafety Committee will issue a University Biosafety Permit to the applicant.
- 5.4 The Biosafety Committee may request additional information and the applicant may resubmit their application having addressed the necessary changes suggested by the committee.
- 5.5 The Biosafety Committee shall maintain records of applications, Biosafety Permits issued, associated documents, and related correspondence.

6. Permit Renewal Procedure

The Biosafety Committee will be responsible for administering and initiating the permit renewal process. The Principal Investigator/Faculty Member will be responsible to respond to the notification of permit renewal within 30 days of receipt. The following items apply to the renewal process:

² Import forms can be found at the following web-sites:

- CFIA - Application for permit to import animal pathogen(s)
<http://www.inspection.gc.ca/english/for/pdf/c5083perimpe.pdf>
- Health Canada - Application for permit to import human pathogen(s)
<http://www.hc-sc.gc.ca/pphb-dgspsp/ols-bsl/pathogen/hc4324.pdf>
- Fisheries and Oceans Canada - National Code on Introductions and Transfers of Aquatic Organisms
http://www.dfo-mpo-gc.ca/science/aquaculture/code/prelim_e.htm

- 6.1 Permits issued for Risk Group 1 biological materials are issued for 4 years and may be renewed prior to expiry.
- 6.2 Permits issued for biohazardous materials (Risk Group 2) are issued for 2 years and may be renewed prior to expiry.
- 6.3 A notification listing all relevant information on file will be sent to each Permit Holder to confirm the renewal of their Permit. The Permit Holder will be required to confirm that all information contained on the permit is accurate by returning the signed notification to the UPEI Biosafety Committee within 30 days. If the information is not accurate, the Permit Holder must notify the UPEI Biosafety Committee and supply corrected information as soon as possible.
- 6.4 The UPEI Biosafety Committee may require a review of the facilities and procedures if deemed necessary at the time of renewal.

7. Permit Alterations

7.1 Permit amendments:

Any requests to amend a current Biosafety Permit must be made in writing and be submitted to the Biosafety Committee on the appropriate form (G:\ORD\Biosafety\Form - Biosafety Permit Amendment.wpd) prior to the change coming into effect. An amendment is required for changes in the following:

- Biological/biohazardous materials to be employed (even if obtained from a colleague within the University);
- Risk Group level;
- Work area;
- Equipment
- Experimental protocol or procedures;
- Quantities (between regular and large volumes);
- Signing authority (sabbatical, other absence for a period of > 30 days, see also section 7.2); and/or
- Authorized workers.

The UPEI Biosafety Committee will review the requested amendment and notify the Permit Holder of their decision. Significant amendments may be regarded as a renewal, and in that case an updated Permit will be issued.

7.2 Permit Suspensions:

7.2.1 If a Permit Holder is going on sabbatical or extended leave (> 30 days) and will not be able to administer their responsibilities, either the work must be temporarily suspended, or a responsible designate must be appointed to oversee the activities under the permit (see section 7.1). The latter arrangement must be submitted as an amendment, and confirmed in writing by both parties, and must stipulate the period of time for which it will be in effect.

7.2.2 If during audits or inspections significant deficiencies in facilities, equipment or operational practices are observed, and the Permit Holder does not rectify the situation within the time frame indicated by the Inspector, the UPEI Biohazard Committee has the authority to suspend the Biosafety Permit and stop all work until the deficiencies have been addressed.

7.3 Permit Cancellations

Notification to cancel a permit must be sent to the Biosafety Committee at least 30 days prior to the last day of work. Cancellation of a permit will include setting a schedule to decommission the work area in accordance with the procedures set forth in section 7.4. This will ensure that all hazards are removed from the facility prior to the cancellation of the permit. The work must be completed prior to the Permit Holders last day of employment.

7.4 Decommissioning of biological/biohazardous work areas

When a biological/biohazardous work area is no longer required for use under a specific Permit, it shall be decommissioned in accordance with the following criteria: It must:

- be free from contamination;
- have no inventory of biological substances registered under that Permit;
- have all biological waste removed; and
- be inspected by and approved through the Biosafety Committee

Where appropriate, biohazard warning signs shall be removed after the work area is deemed decommissioned.

8. Procurement Procedures

- 8.1 Permit Holders are authorized to purchase or use only such biological/biohazardous materials as are specified in their permit. For materials at Risk Group level 2, copies of the purchase requisition (or letter of request if materials are obtained free), and the Shipper's Declaration Forms for Transportation of Dangerous Goods must be forwarded to the Biosafety Committee. The Permit number must be clearly stated on these documents. **No material designated as Risk Group 3 or 4 may be brought into the University for research or teaching purposes.**
- 8.2 It is the responsibility of the Permit Holder to obtain all documentation required for the acquisition of biohazardous organisms. Permits from Canadian regulatory agencies may be required for the importation/exportation of veterinary pathogens and zoonotic agents. Some of the regulations are presented in Appendix A.

9. Transport of Hazardous Materials

Whenever biological/biohazardous materials are moved it is important to take precautions to reduce hazards associated with a potential spill or leak. The precautions used should reflect the risks associated with the microbiological agent being transported.

- 9.1 All hazardous goods transported to and from the University must comply with the Canadian Transportation of Dangerous Goods Act and Regulation (TDG). Personnel shipping or receiving dangerous goods must have a valid training certificate from their employer. Training for TDG certification is available to UPEI personnel.
- 9.2 If transporting biological materials within or between buildings on the UPEI campus the transport must adhere to regulations outlined in Appendix B.

10. Audits and Inspections

Monitoring for compliance is important for maintaining the accountability and integrity of the Biosafety Program. Permit Holders are encouraged to review and monitor activities and work procedures in their laboratories, and to ask authorized workers to practice self-assessment of compliance.

More formal monitoring is accomplished by a combination of both audits and inspections. In order to verify compliance, Regulatory Inspectors and/or members of the UPEI Biosafety Committee are authorized at any reasonable time to enter and inspect a biohazardous work area.

Deficiencies shall be communicated through a written report to the Permit Holder and the Chair of his/her Department, and deficiencies shall be rectified within the time frame as indicated by the report. The UPEI Biosafety Committee will offer any reasonable help to assist in the improvement of safety in the work place.

When items of non-compliance are not rectified, or non-compliance is ongoing, enforcement actions shall be taken in accordance with Appendix C of this Policy.

11. Forms

Forms are available on-line at <http://www.upei.ca/research/> or from the G:\ drive under G:\ORD\Biosafety.

12. Useful Web-site URL's

UPEI Health and Safety Web site:

http://www.upei.ca/humanres/html/health_safety.html

Laboratory Biosafety Guidelines, 3rd Edition

<http://www.phac-aspc.gc.ca/ols-bsl/lbg-ldmbl/index.html>

Containment Standard for Veterinary Facilities

<http://www.inspection.gc.ca/english/sci/lab/convet/> , select **convet1-2e.shtml**

Index to MSDS compiled by Health Canada

<http://www.hc-sc.gc.ca/pphb-dgspsp/msds-ftss/index.html>

Recommended Laboratory and management practices

<http://www.hc-sc.gc.ca/pphb-dgspsp/publicat/ccdr-rmtc/99pdf/cdr25s4e.pdf> , Select 1999, scroll down, then select:

“Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Health Care Revision of Isolation and Precaution Techniques CCDR Supplement Volume 25S4, July 1999”

CFIA - Facility certification for the importation of animal pathogen(s)
<http://www.inspection.gc.ca/english/for/pdf/c5083apaze.pdf>

CFIA - Application for permit to import animal pathogen(s)
<http://www.inspection.gc.ca/english/for/pdf/c5083perimpe.pdf>

Health Canada - Application for permit to import human pathogen(s)
<http://www.hc-sc.gc.ca/pphb-dgsp/ols-bsl/pathogen/hc4324.pdf>

Occupational Health and Safety Act of PEI
<http://www.gov.pe.ca/law/statutes/pdf/o-01.pdf>

Fisheries and Oceans Canada – National Code on Introductions and Transfers of Aquatic Organisms
http://www.dfo-mpo.gc.ca/science/aquaculture/code/prelim_e.htm

13. Review

This policy is to be reviewed every three years. The Vice President, Research and Development is responsible for initiating that review.

Appendix A. Information on importing animal pathogens

(From the CFIA Web site at:

<http://www.inspection.gc.ca/english/index/ahsae.shtml>)

Issuance of Import Permits for Animal Pathogens

The Health of Animals Act and its regulations gives the CFIA the legislative authority to control the use of imported animal pathogens and pathogens associated with reportable animal diseases. Permits are required for the importation of all animal pathogens into Canada. For an agent brought into Canada under an import permit which restricts its distribution, further approval must be obtained before transferring the agent to another location.

The Biocontainment and Facility Services Division also establishes the conditions under which animal pathogens will be maintained and work will be carried out. The containment level required for working with specific pathogens is kept in a listing maintained by the Division.

An application to import animal pathogens into Canada must be made to the CFIA. After evaluation and approval by the BFS Division, an import permit will be issued which must accompany the pathogen into Canada. A single- or multiple-entry permit will be issued according to the particular situation. The import permit will specify the conditions under which the pathogen is to be maintained and work is to be carried out.

<http://www.inspection.gc.ca/english/for/pdf/c5083perimpe.pdf>

The form Application for Permit to Import must be completed and signed by the applicant.

Applicants are also required to submit the application form Facility Certification for the Importation of Animal Pathogens, which must be signed by both the applicant and institutional safety officer. The applicant must complete Part I and II of the facility certification questionnaire if the request is for use of the pathogen in vitro only. Part III must also be completed if the pathogen is to be used in vivo.

<http://www.inspection.gc.ca/english/for/pdf/c5083apaze.pdf>

Completed applications for the importation of animal pathogens should be sent to:

Biocontainment and Facility Services Division
Canadian Food Inspection Agency
159 Cleopatra Drive
Ottawa, Ontario
K1A 0Y9
Tel.: (613) 221-7074
Fax: (613) 228-6129
email: holmesk@inspection.gc.ca

Facility Certification for the Importation of Animal Pathogens

Laboratories handling animal pathogens should refer to the Containment Standards for Veterinary Facilities to verify that their operational practices and physical containment facilities are adequate for the animal pathogen they wish to work with. Laboratories importing pathogens at Animal Pathogen (AP) containment Level 2 may be inspected by regional CFIA inspectors to ensure compliance with the conditions specified in the import permit, or they may be requested to fill in a detailed inspection checklist.

All non-conformities identified during an on-site inspection will be immediately communicated to the applicant together with a corrective action request. The inspector's report will be submitted to the BFS Division. Follow-up inspections will be periodically performed to ensure permit conditions are being complied with.

Importing Zoonotic Pathogens

The importation of agents of zoonotic or communicable diseases common to humans and animals also requires application to Health Canada under the Human Pathogens Importation Regulations. Click here <http://www.hc-sc.gc.ca/pphb-dgsp/ols-bsl/pathogen/hc4324.pdf> to obtain the form you need to submit to Health Canada's Office of Biosafety.

Appendix B. Transportation of biological/biohazardous materials on the UPEI Campus

Where transporting biological/biohazardous materials between laboratories, within a building, or between buildings on Campus it is important to take steps to reduce the risk associated with these transports. Arrangements should be made to limit the number of moves, reduce any possibility of breakage, and if breakage should occur, to contain the material. The precautions taken should reflect the risk associated with the properties of the biological/biohazardous material to be transported.

Between Laboratories within a Building

- place the biological material in a breakage resistant primary container;
- where possible, close the containers securely with screw caps rather than snap caps;
- place the primary containers in a secondary breakage resistant, leak proof container;
- if the load is to be carried, ensure that the secondary container has secure handgrips;
- a laboratory cart must be used for the transport if the load
 - contains materials with a Risk Group > 1,
 - is heavy, or
 - is to be transported between different floors within the building,
- use a cart with a lip around the edge, and load the cart so the contents will not fall or spill if the cart should get bumped;
- ensure the material is supervised continuously between origin and destination;

Between Buildings on Campus

When moving biological/biohazardous substances from one building to another:

- Place the biological material in a breakage resistant, leak proof, primary container;

- cushion the primary container in absorbent material and place it into a secondary leak proof container that can withstand dropping or crushing while being transported. Documentation giving
 - the name of the material,
 - the Risk Group,
 - the name and phone number of the sender, and
 - the name and phone number of the recipient,must be enclosed within the secondary container;
- if the material must stay refrigerated or frozen during transport, place the coolant (e.g., dry ice, crushed ice) inside an insulated tertiary vessel;
- the outside of the package must be clearly labelled with recipient and sender information (name, phone number, room, and building);
- if the shipment contains materials with a Risk Group > 1, appropriate biohazard labels need to be placed on the package;
- ensure the material is supervised continuously between origin and destination.

Appendix C. Compliance Enforcement

This sets forth the actions the University of Prince Edward Island will take in order to enforce compliance with terms and conditions of various licences issued to the University, and also with the applicable Federal and Provincial Statutes pertaining to the use, handling, storage, and disposal of hazardous agents³.

Non-compliance

- Step 1 On the first occurrence of non-compliance, deficiencies shall be communicated by the Biosafety Committee through a written report to the Permit Holder and the Chair of his/her Department, and deficiencies shall be rectified within the time frame as indicated by the report.
- Step 2 On a second occurrence of non-compliance within a twelve month period, or when there is no response to the first infraction within the specified time, the Biosafety Committee will notify the Principal Investigator, Department Chair and the Faculty Dean that the Principal Investigator's privileges to obtain and use hazardous agents have been suspended. The Principal Investigator may have this privilege restored upon written verification from the Dean, indicating rectification of infraction. A copy will be forwarded to the appropriate Department Chair, Health & Safety Advisor and Biosafety Committee.
- Step 3 On a third occurrence of non-compliance within a twelve month period, the permit will be revoked and research and teaching requiring use of the hazardous material will be suspended. The Principal Investigator may appeal this decision by requesting and attending a meeting with the Biosafety Committee. Written notification of above actions will be sent to the Department Chair and the Faculty Dean.

³

Hazardous agent means any agent regulated by the federal or provincial statutes, e.g. radioactive, chemical, and infectious agent, radiation producing equipment.

Unacceptable Risk

When, in the opinion of the Health & Safety Advisor and the Chair of the Biosafety Committee (or the Chair's designate), there is unacceptable risk to employees, the public, animals, the environment or University Property, the Advisor shall take appropriate action which may include the immediate suspension of research activity, prohibited entry to the laboratory, and/or removal of hazardous material from the premises.