Dear New Faculty Member:

Welcome to SFU!

To carry out your research at SFU, you may need a permit if you plan to use animals, biohazardous materials (including human body fluids) or radiation (both ionizing and non-ionizing radiation). SFU researchers must be in compliance with federal, provincial and municipal guidelines and regulations and we can assist you in obtaining permits for your work. If you are not sure whether or not you’ll need a permit, we’d be happy to discuss this with you.

Please see the attached summary that lists the types of work for which a permit may be required as well as contact information for assistance.

Yours sincerely,

James Wakeling, Chair, University Animal Care Committee, (wakeling@sfu.ca)
Margo Moore, Chair, University Biosafety Committee, and (mmoore@sfu.ca)
Mike Neudorf, Director, Research and Laboratory Safety (mneudorf@sfu.ca)
Principal Investigators (Faculty members) are responsible for obtaining permits and for ensuring that regulations are understood and followed by all personnel, including staff, graduate and undergraduate students.

- **Working with Animals:** *(SFU policy R20.03)*

[Animals: non-human, living vertebrates, cephalopods and invertebrates with well developed nervous systems]

SFU researchers that use animals in their research activities, at SFU or anywhere in the world, must obtain a permit from the SFU Animal Care committee (UACC) before beginning the research. Research that involves invertebrates may not require a permit: a waiver can be obtained from the UACC Chair. The UACC comprises 12 people including SFU researchers and community members, all of whom read the applications, and request justification or clarification of procedures. Normally, funds will not be released from the Office of Research Services (ORS) without such a permit. New faculty who wish to use animals in research should meet with the UACC Chair or coordinator to discuss the process, and to answer any questions they have, *at least 3 months* before research activities are scheduled to begin. Only a Principal Investigator (faculty member) may apply for an Animal Care permit, and all animal users, including trainees, must take an online Animal Care course through SFU Animal Care Services. More information, addresses, forms, and contact information may be obtained at [http://www.sfu.ca/vpresearch/acs/](http://www.sfu.ca/vpresearch/acs/).

- **Working with Biohazards:** *(SFU policy R20.02)*

[Biohazards: include known pathogens and infectious agents including bacteria and their plasmids and phages, viruses, fungi, mycoplasmas, and parasites; cell lines, animal remains, and laboratory animals (including insects) which might harbour such infectious agents, body fluids from humans or other primates, and plant materials. Also included are nucleic acids used in procedures such as recombinant DNA and genetic manipulations]

The Environmental Health and Research Safety Department (EHRS), in conjunction with the SFU Biosafety Committee, provide oversight of the University Biosafety Program, and monitor all activities related to the use of biohazardous materials at SFU. Researchers intending to work with biohazards must apply for a biosafety permit application *at least 2 months* before work with these materials commences. For research permits, only a Principal Investigator (faculty member) may apply for a biosafety permit. Laboratory instructors/faculty members can apply for teaching permits when biohazards are used in teaching labs. The electronic permit application is reviewed by EHRS and sent to the Biosafety Committee for approval. The Office of Research Services will not release grant money until a valid permit is on file.
New faculty using biohazardous materials are also required to take the online Biosafety Training Module prior to being issued a valid biosafety permit. All users of biohazardous materials must take the Biosafety Training provided by EHRS. Faculty members are responsible for ensuring that all researchers and staff using biohazardous materials under their permit are trained in their laboratory-specific safe work procedures. For more information, you may contact the SFU Biosafety Officer at 778-782-7265, and see the SFU Biosafety Policy and Program webpage at http://www.sfu.ca/srs/ehs/research-safety/biosafety.html.

 Orcid version for Radiation: (SFU policies R.20.04 and R20.05)

[Radiation: radiological materials, X-ray generating equipment, lasers, UV light and electromagnetic radiation]

EHRS, in conjunction with the University Radiation Safety Committee (URSC) oversees all activities on campus relating to the safe use of radiation and ensures such activities are in compliance with the appropriate federal, provincial and local regulations as well as SFU policies and procedures. Faculty members wishing to use any radiological materials or instruments that contain radiological sealed sources in their research or when supervising their student’s research are required to apply for a radioisotope permit from EHRS. All new radioisotope users or new internal permit applicants, regardless of previous training, must complete radiation safety training at SFU which is provided by EHRS staff. Researchers using instruments that produce non-ionizing radiation (NIR) are required to register the NIR source with EHRS, develop and follow operating procedures specific to that NIR source and ensure that all researchers using the equipment are properly trained. NIR safety training is provided by EHRS staff. For information on the Radiation Safety Program, please contact the Radiation Protection Officer at 778.782.3633 or the Non-Ionizing Radiation Safety Officer at 778.782.6740, and see the Radiation Safety webpage at http://www.sfu.ca/srs/ehs/research-safety/rso.html