EXECUTIVE SUMMARY

Simon Fraser University (“SFU”) is committed to providing a safe and healthy learning, teaching, research, and work environment for all members of the University Community. This policy, along with the related Biosafety Program, provide resources and guidance for the safe and responsible use and management of Biohazardous Materials. This policy aims to ensure that Simon Fraser University complies with federal, provincial, and local legislation and the regulations, codes, and standards of applicable regulatory authorities.

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1.0 PURPOSE

1.1 The purpose of this policy is to:

1.1.1 provide a framework for ensuring the safety of all members of the University Community, the general public, and the environment, when Biohazardous Materials are used under the auspices of SFU;

1.1.2 establish roles, responsibilities, and authority for implementing, overseeing, and enforcing the Biosafety Program;

1.1.3 establish the measures to promote safe use of Biohazardous Materials; and

1.1.4 facilitate research and teaching in compliance with federal, provincial and local legislation and the regulations, codes and statutes of applicable regulatory authorities.

2.0 SCOPE AND JURISDICTION

2.1 This policy applies to all members of the University Community engaged in activities involving Biohazardous Materials under the auspices of the University, including activities for research, teaching, operations or community service, and to locations on or away from all campuses of Simon Fraser University.

3.0 DEFINITIONS

3.1 See Appendix A for the definitions of words used in this policy and its associated procedures.

4.0 POLICY

4.1 Simon Fraser University is committed to protecting all members of the University Community, the general public and the environment from any adverse effects resulting from the use of Biohazardous Materials. This will be achieved by requiring all persons using Biohazardous Materials under the auspices of the University to:

4.1.1 comply with all federal, provincial, and local legislation and the regulations, codes and standards of applicable regulatory authorities for the safe acquisition, production, use, storage, transfer, and disposal of Biohazardous Materials;

4.1.2 comply with all requirements of the University’s Biosafety Program.

4.2 The University’s Biosafety Program shall be maintained under the oversight of the Institutional Biosafety Committee (“IBC”) to ensure that legislative requirements are followed

4.3 Violations of this policy or of the Human Pathogens and Toxins Licence held by the University shall be reported promptly to the Chair of the IBC. The IBC will take corrective action or sanctions appropriate to the nature of the violation, which may include but are not limited to:

4.3.1 immediate suspension of a Biosafety Permit and/or use of Biohazardous Materials;

4.3.2 an allegation of misconduct against the individual responsible.
5.0 ROLES AND RESPONSIBILITIES

5.1 Vice-President, Research and International

5.1.1 Holds and assumes full legal and financial responsibility for all Public Health Agency of Canada Pathogen and Toxin Licences on behalf of SFU;

5.1.2 Ensures adequate resources are allocated by the University to ensure the Biosafety Program is maintained in accordance with all relevant regulations;

5.1.3 Appoints a Biological Safety Officer in accordance with the required qualifications outlined by the Human Pathogens and Toxins Regulations; and

5.1.4 Appoints an Institutional Biosafety Committee ("IBC").

5.2 Institutional Biosafety Committee (IBC)

5.2.1 Is responsible for oversight and enforcement of the University’s Biosafety Program and for ensuring regulatory compliance and the development, implementation, and monitoring of biosafety policies, protocols, and procedures for all activities involving Biohazardous Materials under the auspices of SFU.

5.3 Director, Research and Laboratory Safety

5.3.1 Acts as a liaison between the IBC and the portfolios under the Vice-President, Finance and Administration, including Safety and Risk Services. The Director, Research and Laboratory Safety also acts as a liaison between the other research safety committees at the University that report to the Vice-President, Research and International.

5.3.2 Notifies the Public Health Agency of Canada of any change of the Human Pathogen and Toxin License Holder or the License Holder’s contact information, and of the Biological Safety Officer (“BSO”) or the BSO’s contact information.

5.4 Biological Safety Officer (“BSO”)

5.4.1 Provides professional advice and assistance in all matters related to safe use of biohazardous materials.

5.4.2 Develops, updates, recommends and implements policies and procedures for the safe use of biohazardous materials in accordance with applicable regulations.

5.4.3 Advises the IBC on matters regarding biosafety and biosecurity, including what is required to implement and maintain adequate biosafety programs.

5.4.4 Verifies the accuracy and completeness of Pathogen and Toxin Licence applications, animal pathogen import permit applications, and transfer applications for the movement of material imported under the Health of Animals Act and Health of Animals Regulations.

5.4.5 Communicates on behalf of the University with regulatory and granting agencies regarding biosafety and biosecurity.
5.4.6 Monitors and documents compliance with this policy.

5.4.7 Assists with investigations of incidents involving biohazardous materials and reports incidents to regulatory agencies in accordance with applicable regulations.

5.5 Faculty and Staff

5.5.1 Initiate a review and seek prior approval by applying for a Biosafety Permit from the IBC for any research and/or teaching program using biohazardous materials.

5.5.2 Conduct a risk assessment of the proposed work and develop appropriate control measures.

5.5.3 Seek prior approval from the BSO for any acquisition, storage, transportation, destruction, or transfer of ownership of biohazardous materials.

5.5.4 Seek prior approval from the BSO for any laboratory personnel not authorized by a Biosafety Permit.

5.6 Permit holders

5.6.1 Ensure that safe laboratory practices are followed, and all operations are in compliance with the conditions of the Biosafety Permit, applicable policies, regulations, Biosafety standards, and according to University-specific procedures;

5.6.2 Ensure that all Authorized Users have received adequate biosafety training or experience and have been informed of the risks of exposure to biohazardous materials. Permit holders are responsible for providing specific training in handling of biohazardous materials in their work environments.

5.7 Authorized Users of Biohazardous Materials

5.7.1 Follow specific procedures of the Biosafety Program.

5.7.2 Complete mandatory SFU training.

5.7.3 Conduct thorough risk assessments and apply good microbiological practices to minimize the probability of exposure to biohazardous materials.

6.0 REPORTING

6.1 The BSO in collaboration with the Director, Research and Laboratory Safety will report annually through the EHS Due Diligence and Compliance report to the Board of Governors on the implementation of this policy.

7.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

7.1 The legal and other University Policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

7.1.1 *University Act, R.S.B.C. 1996, c. 468*
7.1.2 Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165
7.1.3 Workers Compensation Act, S.B.C. 2019, c.1
7.1.4 Occupational Health & Safety (“OHS”) and WorkSafe BC regulations, policies, and guidelines
7.1.5 Human Pathogens and Toxins Act, S.C. 2009, c.24 and related Regulations;
7.1.6 Health of Animals Act, S.C. 1990, c.21 and related Regulations;
7.1.7 Plant Protection Act, S.C. 1990, c.22 and related Regulations;
7.1.8 University Health and Safety Policy (GP 17);
7.1.9 Student Conduct Policy (S10.05); and
7.1.10 Employee Collective Agreements and relevant human resource policies.

8.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY
8.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia’s Freedom of Information and Protection of Privacy Act and the University’s Information Policy series.

9.0 RETENTION AND DISPOSAL OF RECORDS
9.1 Information and records made and received to administer this policy are evidence of the University’s actions to ensure safe and responsible use and management of biohazardous materials. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the University Archivist.

10.0 POLICY REVIEW
10.1 This policy must be reviewed every five years and may always be reviewed as needed.

11.0 POLICY AUTHORITY
11.1 This policy is administered under the authority of the Vice-President, Research and International.

12.0 INTERPRETATION
12.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice-President, Research and International whose decision shall be final.

13.0 PROCEDURES AND OTHER ASSOCIATED DOCUMENTS
13.1 Appendix A contains the definitions applicable to this policy and its associated procedures.
13.2 Appendix B contains the Terms of Reference for Institutional Biosafety Committee.
13.3 The procedure for this policy is the Biosafety Permits Procedure.

13.4 All other procedures associated with this policy, including the responsibilities of all personnel and the requirements for training, exposure control, reporting and inspections are detailed in the University’s Biosafety Program.