BIOLOGICAL SAFETY PROGRAM OVERVIEW

The Environmental Health and Safety Office administers a biological safety program under the direction of the Biological Safety Advisory Committee (BSAC). This program provides resources and guidance for the compliant, safe and responsible use of biological materials according to:

- Human Pathogens and Toxins Act (HPTA)
- (New! July 2013) Canadian Biosafety Standards and Guidelines (CBSG) for human and terrestrial animal pathogens - joint initiative of the Public Health Agency of Canada’s (PHAC) and Canadian Food Inspection Agency’s (CFIA)
- ‘Containment Standards for Veterinary Facilities’ (CFIA)
- Workplace Safety and Health Act 217/2006 Part 35 and 36 (WHMIS and Chemical & Biological Substances Application)
- Federal transportation and importation legislation
- City of Winnipeg waste by-laws

Biological Safety Advisory Committee (BSAC)

- The BSAC is responsible for providing advice and direction on all aspects pertaining to the use of biological agents at the University of Manitoba. ([U of M Biosafety Policy and Procedure](#))
- The Committee provides support for the BSAC Chair who provides assurances on behalf of the University for researchers funded by external granting agencies and contracts.

Biosafety Permits (BSP)

- BSPs are required to begin work with Risk Group 1-3 biological material in all research, teaching and clinical/diagnostic areas in all University of Manitoba owned buildings.
- Permits register the Principal Investigator’s lab locations and proposed containment level, people and training, safety equipment, actual or proposed biological inventory and disposal methods and are issued on condition that the work is done according to the above listed regulations and guidelines. Find complete information on the Biosafety Permit website.
  
  Biosafety Permit Application information and Environmental Health and Safety Office contact information can be found on page three and four.

Biosafety Project Approval Certificates (BPAC)

- **Forms and Instructions for submitting a Biosafety Project Approval Certificate (BPAC) are available on the BPAC web-site.**
- BPACs are currently required **in addition** to the Biosafety Permit registration for:
  - the release of funds for grants and contracts and
  - Institutional Biosafety Officer’s signature on PHAC and CFIA biological agent import permits.
- Provide the opportunity for the PI to complete a more detailed risk assessment of their project and procedures for review by the BSAC.
- When reviewed by the BSAC, the BPAC certifies with the applicant, that the proposed project will be carried out in accordance with the principles outlined in Canadian Biosafety Standards and Guidelines (New 2013) if applicable, (CBSG) replacing Health Canada’s “Laboratory Biosafety Guidelines” or CFIA’s “Containment Standards for Veterinary Facilities “.
- **For U of M researchers working in non-U of M buildings**, for example St. Boniface Hospital Research Foundation, there is a separate BPAC form, AND a facility-specific assurance document is required in lieu of the U of M Biosafety Permit number. The form and instructions are also available on the BPAC web-site.
PHAC and CFIA Import Permits
- Are required if you will be importing Risk Group 2 (RG2) or greater human pathogens (PHAC) or animal pathogens (CFIA) into Canada.
- Additionally require that an agency-specific Containment Level 2 Facility Certification checklist, signed by the U of M Institutional Biological Safety Officer, accompanies any RG 2 agent import permit application.
- More info is available under Regulatory Links and Importing found at the bottom of the Biosafety Guide website or contact the BSO (contact info on page 3).

Environmental Health and Safety Office Resources
The EHSO Biosafety program web-site provides information on the U of M Biosafety program including links to Biosafety Permits, BPACS, Biosafety Training, U of M Biosafety Guide and links to important regulations and other biosafety resources.

The U of M Biosafety Guide 2012 is a reference manual for the use of biological material at the University of Manitoba. The Biosafety Guide includes sections on:
- Principal Investigator (PI) responsibilities
- Biological agent risk assessments and MSDS resources
- Physical and operational requirements for working with different risk groups of biological agents
- U of M Biohazardous Waste Disposal Chart and Guidelines
- Emergency response and post-exposure contacts
- Other Appendices, SOPs and guidelines specific to the U of M.

Biosafety Training
- Principal Investigators are responsible for all aspects of site-specific biosafety training including evaluation of competence for any of their lab personnel to work alone with the biological agents in use (further info is available in the Biosafety Guide).
- EHSO provides Generic Biosafety Training. This has now transitioned to a web-based format (March 2012) using a PowerPoint presentation that takes advantage of e-learning modules developed by PHAC and an accompanying Biosafety Quiz. The PowerPoint presentation, Quiz and instructions for submitting are all available on the Biosafety Training web-site. Any personnel who have previously been credited for attending the ½ day EHSO Generic Biosafety training do not currently need to do the new PowerPoint and quiz as well. However, the PHAC e-learning modules are an excellent resource and can be accessed at any time through the link on the Biosafety Program web-site.

Biosafety Permit Application Assistance
- The permit application is accessible through a secure web-based application. To obtain your personal security access please FAX the registration form which is found on page four to the Environmental Health and Safety Office at 789-3906. Instructions for using the web-based application are found on the Biosafety Permit website.
- Principal Investigators who are not familiar with the PHAC’s ‘Canadian Biosafety Standards and Guidelines’ are encouraged to review the guidelines, or complete the Generic Training PowerPoint and e-learning modules and the U of M Biosafety Guide before completing their Biosafety Permit application and Biosafety Project Approval Certificate forms.
**EHSO Biosafety Program Contacts**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biosafety Program Coordinator</td>
<td>Judy Shields</td>
<td>474-6438</td>
<td>191 Frank Kennedy</td>
</tr>
<tr>
<td>BSO-Biological Safety Officer</td>
<td>Steve Cole</td>
<td>789-3675</td>
<td>T248B Basic Science</td>
</tr>
<tr>
<td>Biological Safety Specialist</td>
<td>Evelyn Froese</td>
<td>789-3477</td>
<td>T248A Basic Science</td>
</tr>
</tbody>
</table>

**EHSO Main office (Fort Garry Campus)**

- **Phone**: 474-6633  
  191 Frank Kennedy Bldg.
- **FAX**: 474-7629  
- **Email**: [EHSO@umanitoba.ca](mailto:EHSO@umanitoba.ca)

**EHSO Bannatyne Office**

- **Phone**: 474-6633  
  T248 Basic Science
- **FAX**: 789-3906
- **Email**: [EHSO@umanitoba.ca](mailto:EHSO@umanitoba.ca)

**Biosafety Program Web-site:**


**Biological Safety Advisory Committee Contact**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAC Chair</td>
<td>Dr. Don Smyth</td>
<td>c/o A108 Chown Bldg. 789-3375</td>
</tr>
</tbody>
</table>
**U of M Principal Investigator Lab Registration Form**  
For obtaining User ID and Password for the U of M web-accessible EHSAssistant  
(Biological and Chemical Inventory database and on-line Biosafety Permit Application)

**Important To Know:**

*Biosafety Permits:* You have three months after the expected start date you noted below, to complete your Biosafety Permit Application. Information on submitting Biosafety Permits will be emailed to you along with your user ID and Password. After that date you will be in non-compliance with the Biosafety Procedure and your Department Head and ORS may be contacted.

*Chemical Inventories:* For emergency response purposes, a hard-copy chemical inventory list (sorted by room) will need to be maintained in your central departmental location. It is not mandatory to use the EHSA database but the format should follow the information provided [click here](http://umanitoba.ca/admin/vp_admin/risk_management/ehso/ehs_db/index.html). If you choose to use the EHSA database for this, you can print a list from the ‘Reports’ box on the chemical inventory sort screen.

1. Check all that apply:
   a. My lab will be using chemicals
   b. My lab will be using biological material

2. Complete the information in the following table

3. **Email to EHSO@umanitoba.ca or FAX to 474-7629**

4. User ID and Passwords will be assigned and emailed to you.


<table>
<thead>
<tr>
<th>Lab Registration and Contact Information</th>
<th>Principal Investigator (PI) / Responsible Owner</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Department</td>
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<tr>
<td>Office Location</td>
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<td>Email Address</td>
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<tr>
<td>U of M Mailing Address</td>
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<td>Office Telephone #</td>
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<tr>
<td>Lab Telephone #</td>
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<tr>
<td>After-hours emergency contact number</td>
<td></td>
</tr>
<tr>
<td>User ID for EHSA Database</td>
<td>Will be assigned and emailed to you</td>
</tr>
<tr>
<td>Password</td>
<td>Will be assigned and emailed to you</td>
</tr>
<tr>
<td>All locations where biological agents will be used and/or stored</td>
<td></td>
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<tr>
<td>Date you expect you will start storing or working with Biological Agents</td>
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<tr>
<td>All locations where chemicals will be used and/or stored</td>
<td></td>
</tr>
</tbody>
</table>

**Default Model for assigning User IDs and Passwords**

PI/Responsible chemical/biological owner -

- Edit-capable access to Biosafety Program icons (and/or chemical inventory) on the EHSA database.
- Read-only access to the biological (and chemical) inventories.
- The PI is responsible for sharing the user IDs and passwords as appropriate for his/her lab. Passwords can be changed anytime on the log-in page of EHSA database.