

University of Prince Edward Island	Policy No. admordgn10007	Revision No: 3
Policy Title: Biosafety Policy		Page 1 of 4
Creation Date: September 12, 2004	Version Date: February 16, 2023	Review Date: February 16, 2028
Authority: Board of Governors	Responsibility: Vice-President, Academic & Research	Access: W

1. Purpose

The University of Prince Edward Island (The University, UPEI) is committed to incorporating biosafety and biosecurity practices governing all personnel working with biohazardous materials (BHM) at UPEI, and thereby protecting the safety of University faculty, staff and students, the public at large, animals and the environment. The purpose of this Policy is to ensure safe practices around biohazardous materials and compliance with applicable guidelines of the Public Health Agency of Canada (PHAC), Canadian Food Inspection Agency (CFIA) and all applicable Federal and Provincial legislation and regulations that govern BHM management.

2. Scope

This policy applies to all UPEI faculty, staff, students, contractors, and visitors (“University Members”) involved in the acquisition, handling, safe use, transfer, storage, or disposal of BHM for the University, including the UPEI campus or other officially affiliated institutions.

3. Definitions

- 3.1 **Biohazardous Material (BHM)** means any biological materials which are potentially harmful to humans, animals, plants and/or the environment. These include, but are not limited to, any biological materials such as bacteria, mycoplasma, viruses, parasites, fungi, algae, prions, synthetic organisms, nucleic acids, human and animal blood, cells, body fluids and tissues biological toxins, genetically engineered organisms, diagnostic specimens and vaccines. Any cases where it is uncertain whether the material is a biohazard should be referred to UPEI Biosafety Officer (BSO) or to one of the members of UPEI Institutional Biosafety Committee (IBC).
- 3.2 **Biosafety Program Standard** means the UPEI Biosafety Program Standard issued and administered by the IBC and the UPEI Biosafety Office.
- 3.3 **Biosafety** means containment principles, technologies, and practices that are implemented to prevent unintentional exposure to infectious material and toxins, or their accidental release.
- 3.4 **Institutional Biosafety Committee (IBC)** means the IBC established and overseen by the Vice-President, Academic & Research.
- 3.5 **University Members** means all UPEI faculty, staff, students, contractors and visitors involved in the acquisition, handling, safe use, transfer, storage, or disposal of BHM for the University.

4. Responsibilities

- 4.1 The Board of Governors is responsible for the establishment and amendment of this Policy.
- 4.2 The Vice-President, Academic and Research is responsible for administrating and implementing this Policy, including developing programs and terms of reference and initiating a review of this Policy once every five years or earlier as circumstances dictate.

5. Policy

- 5.1 The Vice-President, Academic & Research shall:
 - 5.1.1 hold the license for UPEI under the Human Pathogen and Toxins Act;
 - 5.1.2 establish an Institutional Biosafety Committee (IBC), approve its Terms of Reference and make all appointments to the IBC;
 - 5.1.3 bear responsibility for biosafety at UPEI and authorize the IBC to carry out biosafety duties on their behalf, including but not limited to the provision of advice and guidance on policy, procedures, and best practices, issuance of biosafety permits in compliance with Federal legislation, and investigation of incidents and policy non-compliance involving biohazards and regulatory infractions.
- 5.2 Institutional Biosafety Committee (IBC) membership:
 - 5.2.1 The UPEI Institutional Biosafety Committee will be comprised of the following:
 - 5.2.1.1 A minimum of three UPEI faculty members with expertise in biological sciences and who have experience working with BHM;
 - 5.2.1.2 A minimum of one member of UPEI Staff (technician) working in a laboratory using BHM;
 - 5.2.1.3 One graduate student working in a laboratory using BHM;
 - 5.2.1.4 One National Research Council representative;
 - 5.2.1.5 Senior Technologist, Central Services (ex officio);
 - 5.2.1.6 UPEI Biosafety Officer (ex officio);
 - 5.2.1.7 UPEI Health, Safety, and Environment Manager (ex officio);
 - 5.2.1.8 UPEI Veterinarian (ex officio).
 - 5.2.1.9 UPEI Vice President, Academic and Research (ex officio);
 - 5.2.1.10 UPEI Research Compliance Coordinator, provided through Research Services, recorder (non-voting).

- 5.2.2 The Vice-President, Academic & Research will appoint a tenured faculty member as Chair of the Committee. This person may or may not be one of the three faculty members noted in Section 5.2.1.1 of this Policy.
- 5.3 The IBC shall:
- 5.3.1 promote and oversee compliance with all relevant legislation and standards in all UPEI sanctioned research, service and teaching that involves BHM;
 - 5.3.2 inform and implement the Biosafety Policy, IBC Terms of Reference, and UPEI Biosafety Program Standard for use by all University members;
 - 5.3.3 review and evaluate research, service, and teaching applications for the use of BHM, approving those protocols which, based on local risk assessment, meet all University and legislative regulations for compliance;
 - 5.3.4 review, amend and/or develop policies and procedures governing the acquisition, use, handling, disposal and storage of BHM;
 - 5.3.5 make and approve changes to the UPEI Biosafety Program Standard;
 - 5.3.6 assume such other responsibilities as may be prescribed by the IBC Terms of Reference or the Vice-President, Academic and Research;
 - 5.3.7 provide an annual report to the Vice-President, Academic and Research.
- 5.4 University Members shall:
- 5.4.1 comply with this Policy, and the UPEI Biosafety Program Standard in the conduct of any research, teaching or service involving BHM
 - 5.4.2 not undertake any research, teaching or service involving BHM without first obtaining a Biosafety Permit from the UPEI IBC.
 - 5.4.3 comply with and abide by all legislation and standards that govern the use of BHM;
 - 5.4.4 participate in all required training;
 - 5.4.5 report to the BSO without delay all unsafe conditions or procedures, accidents and spills and all known or suspected exposures to BHM.

6. Review

This Policy is to be reviewed every five years.

7. References

- 7.1 UPEI IBC Terms of Reference

7.2 UPEI Biosafety Program Standard

7.3 Human Pathogen and Toxins Act

8. Related Policies

8.1 Responsible Conduct of Research, Scholarly and Creative Work Policy