



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

TO: Senate

FROM: Joy Johnson
Chair – Senate Committee on Agenda and Rules

DATE: December 17, 2021

SUBJECT: Updated Policy R20.02

SCAR has reviewed this document and is bringing this to Senate for information.

Last revised in 2009, the Biosafety Policy was slated for review as part of the R-policy rewrite initiative. The policy and the related procedures which includes the Biosafety permits procedure and Institutional Biosafety Committee Terms of Reference have all been revised to account for various incremental changes in the Biosafety Program, the regulatory requirements, and an evolving committee structure.

Specifically, ‘Standard Operating Procedures’ and ‘The Biosafety Program Inspection Protocol’ were both removed and instead replaced by the Biosafety Program, which includes inspection requirements. ‘Biosecurity’ was defined and oversight was included in the policy section. Changes were also made to the IBC terms of reference including: Updated wording to require members to have expertise and experience in certain areas, adding expiry dates for appointment terms, specifying that member renewal is automatic and adding membership from Campus Public Safety to advise on issues of biosecurity. The biosafety officer was moved from voting member to non-voting member. Finally steps in the Permit application process were added and clarification of the renewal and amendment process for permits in the context of research or course/teaching program was provided.

As the Policy has been restructured to fit the new templates, a track-changes version has not been generated.

Memorandum

From: Trevor Davis, Executive Director, Research Operations

Date: 2021-12-09

To: Joy Johnson, Chair, SCAR

Re: Submission: Updated Policy R20.02

Policy R20.02 – Biosafety is being submitted to SCAR/Senate for information.

Last revised in 2009, the Biosafety Policy was slated for review as part of the R-policy rewrite initiative. The policy has been revised to account for various incremental changes in the Biosafety Program, the regulatory requirements, and an evolving committee structure. As it has been restructured to fit the new templates, a track-changes version has not been generated.

Review History

Policy Authority Approval to Begin	April 2021
Initial Consultations	Jan-June 2021
Policy Authority Approval to Proceed	June 2021
GC Feedback	Aug-Sept 2021
Executive Approval to Post	Oct 2021
Stakeholder Consultations	Nov 2021 (Open), Feb – Oct 2021 (Committee)
Executive Approval	Tent Dec 14, 2021

Action requested: For information.

BIOSAFETY

Date
September 23, 1999

Number
R 20.02

**Date of Last
Review/Revision**
May 25, 2009

**Mandated
Review**
[TBA] 2026

Policy Authority: Vice-President, Research and International

Associated Procedure: Biosafety Permits Procedure; and
Institutional Biosafety Committee Terms of Reference

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.

APPENDIX A - DEFINITIONS - BIOSAFETY

Date
September 23, 1999

Number
R 20.02

**Date of Last
Review/Revision**
March 25, 2009

**Mandated
Review**
[TBA] 2026

Policy Authority: Vice-President, Research and International

Parent Policy: Biosafety (R20.02)

1.0 PURPOSE

1.1 The definitions in this Appendix define the words used in the Biosafety Policy (R20.02) and in the Biosafety Permits Procedure and Institutional Biosafety Committee Terms of Reference.

2.0 DEFINITIONS

2.1 **Authorized User** means a person authorized to work with Biohazardous Materials under a Permit.

2.2 **Biohazardous Materials** means biological agents and materials that are potentially hazardous to humans, animals and other forms of life. They include known pathogens, biological toxins, unidentified microorganisms, laboratory animals, animal materials, human materials, plant materials, recombinant DNA and exotic species.

2.2.1 **Animal materials** means animal blood, blood products, blood components, body fluids, tissues or organs.

2.2.2 **Biological toxins** means substances that are listed in Schedule 1 or in Part 1 of Schedule 5 of the *Human Pathogens and Toxins Act*.

2.2.3 **Exotic species** means living species, which are neither naturally occurring nor established in British Columbia.

2.2.4 **Human materials** means human blood, blood products, blood components, body fluids, tissues or organs.

2.2.5 **Plant materials** means a whole or a part of a plant, including transgenic plants.

2.2.6 **Recombinant DNA** means molecules constructed by joining natural or synthetic DNA or RNA segments to DNA or RNA molecules, able to replicate in a living cell.

- 2.3 **Biological Containment Levels** mean the combination of physical space features and operational practices required to achieve biosafety and biosecurity for work with infectious materials and toxins. Biological Containment Levels permitted at Simon Fraser University are as follows:
- 2.3.1 **Containment Level 1 (CL1)** spaces are intended for work involving Risk Group 1 biohazardous materials. Biosafety is primarily achieved through the use of good microbiological laboratory practices in addition to basic physical containment design elements, such as handwashing sinks, that serve to protect personnel and the environment from the biological material being handled.
 - 2.3.2 **Containment Level 2 (CL2)** spaces build upon the basic laboratory foundation established for CL1. Biosafety and biosecurity at CL2 are achieved through operational practices and a core subset of physical containment requirements that are proportional to the risks associated with the biohazardous materials handled therein.
 - 2.3.3 **Containment Level 3 (CL3)** spaces achieve biosafety and biosecurity through comprehensive operational practices and physical containment requirements. CL3 requires stringent facility design and engineering controls, as well as specialized biosafety equipment to minimize the release of infectious material into surrounding rooms inside or outside the containment zone, or the environment outside.
- 2.4 **Biological Containment Zones** means physical areas, designated by the Institutional Biosafety Committee, that meet the requirements for a specified Biological Containment Level (for example, a laboratory or several adjacent, interconnected laboratories).
- 2.5 **Biological Risk Groups** classify Biohazardous Materials based on the risk to an individual human or animal, and the risk to health of the community. Risk groups permitted at Simon Fraser University are as follows:
- 2.5.1 **Risk Group 1 (RG1)** includes biological materials that are either not capable of causing human or animal disease; or capable of causing human or animal disease, but unlikely to do so.
 - 2.5.2 **Risk Group 2 (RG2)** includes biohazardous materials that pose a moderate risk to the health of individuals or animals, and a low risk to public health and the animal population.
 - 2.5.3 **Risk Group 3 (RG3)** includes biohazardous materials that pose a high risk to the health of individuals or animals, and a low risk to public health.
- 2.6 **Biosafety** means containment principles, technologies, and practices that are implemented to prevent unintentional exposure to infectious material and toxins, or their accidental release.
- 2.7 **Biosafety Permit** or **Permit** means the internal approval granted by the Institutional Biosafety Committee and the Biological Safety Officer for projects under their jurisdiction.
- 2.8 **Biosafety Program** means SFU’s biosafety program, maintained under the oversight of the Institutional Biosafety Committee (“IBC”) which describes the roles and responsibilities of all personnel who are using Biohazardous Materials and sets out the requirements for training, exposure control, issuance of Biosafety permits, certification of Biological Containment Zones,

Biosecurity, reporting and inspections. Under this Program, the Biological Safety Officer (“BSO”) works with the IBC and other key stakeholders to ensure compliance with legislative requirements

- 2.9 **Biosecurity** means security measures designed to prevent the loss, theft, misuse, diversion, or intentional release of pathogens, toxins, and related assets (e.g., knowledge, data, equipment, non-infectious material, and animals).
- 2.10 **University Community** means all students and employees of the University and all people who have a status at the University mandated by legislation or other University policies, including research assistants, post-doctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.

APPENDIX B: INSTITUTIONAL BIOSAFETY COMMITTEE TERMS OF REFERENCE

Date
September 23, 1999

Number
R20.02

**Date of Last
Review/Revision**
May 25, 2009

**Mandated
Review**
[TBA] 2026

Policy Authority: Vice-President, Research and International

Parent Policy: Biosafety (R20.02)

1.0 PURPOSE

- 1.1 The Institutional Biosafety Committee (“IBC”) is authorized to oversee and enforce Simon Fraser University’s Biosafety Program.
- 1.2 The IBC is appointed by the Vice-President, Research and International (“VPRI”) pursuant to section 5.1.4 of the Biosafety policy (R20.02) and derives its authority from the Board of Governors, through the Office of the Vice-President, Research and International. The IBC provides policy direction and recommends changes to the VPRI for all teaching, research and operational activities involving the use of Biohazardous Materials.
- 1.3 The IBC supports the University’s commitment to provide a safe and healthy learning, teaching, research, and work environment by monitoring the Biosafety Program to assure compliance with federal, provincial, and local legislation and the regulations, codes and standards of applicable regulatory authorities.

2.0 MANDATE

- 2.1 Administrative
 - 2.1.1 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.
 - 2.1.2 Review and approve new Biosafety Permit applications and existing Permit amendments and renewals.
- 2.2 Compliance

- 2.2.1 Review the Biosafety Program and Biosafety Policy regularly to determine if all activities meet the conditions of SFU's Pathogen and Toxin Licences and applicable legislation, and recommend changes to the Vice-President, Research and International.
 - 2.2.2 Review reports and updates from the BSO for instances of non-compliance with relevant federal, provincial, and local legislation and the regulations, codes and standards of applicable regulatory authorities and recommend remedial action to correct any deficiencies.
 - 2.2.3 Review summary results of internal and external inspections and recommend appropriate action as required.
 - 2.2.4 Impose sanctions or initiate corrective actions against Biosafety Permit Holders or Users in case of non-compliance.
- 2.3 Advising
- 2.3.1 Advise the Vice-President, Research and International and the BSO on policies and protocols relating to the Biosafety Program to promote safe and environmentally appropriate practices, in support of compliance with regulatory and University requirements.
 - 2.3.2 In consultation with the BSO, review, recommend and act as an expert resource for biological safety education and training programs for members of the University Community.
 - 2.3.3 Advise the Vice-President, Research and International on the need for additional resources to establish, maintain, or improve the Biosafety Program.
- 3.0 MEMBERSHIP**
- 3.1 All members of the IBC are appointed by the Vice President, Research and International for a three-year renewable term, except the graduate student representative whose term is one year.
 - 3.2 Appointment terms expire on September 30th in a given year.
 - 3.3 Members of the IBC are persons drawn from key units across the University or other research entities and have expertise and experience in one or more of the following areas: human pathogens, animal pathogens, plant pathogens, bacteriology, virology, recombinant DNA, or containment principles.
 - 3.4 The IBC Chair, in consultation with the BSO, when deemed necessary, may appoint a consultant with specific expertise to provide advice and assistance to the IBC.
 - 3.5 Member Appointment
 - 3.5.1 For a new member appointment, the appropriate Dean, Chair or Director is contacted by the Director, Research and Laboratory Safety to nominate a new member. The names of all new nominees are sent to the Vice-President, Research and International.
 - 3.5.2 Existing members are renewed automatically, upon mutual agreement with the IBC Chair, unless they graduate, step down, retire or take leave from the IBC.
 - 3.5.3 Voting members of the IBC are appointed as follows:

- a. Five faculty drawn from key units where faculty members hold biosafety permits,
- b. The Director of Animal Care Services (or designate),
- c. One member representing laboratory technical staff,
- d. Two members representing community interests and concerns with appropriate expertise in biosafety, and who have no affiliation with the University,
- e. One graduate student representative, and
- f. One representative from Campus Public Safety.

3.5.4 Non-voting resource members of the IBC consist of the following:

- a. The Director, Research and Laboratory Safety,
- b. The Biological Safety Officer, and
- c. The manager of the Containment Level 3 (CL3) facility.

3.6 Chair

3.6.1 The Chair shall be nominated and elected by the members for a three-year term.

3.6.2 If the Chair is away, the Chair may appoint an acting Chair to carry out the responsibilities of that position during their absence and will notify the IBC and BSO via email.

3.6.3 The Chair reviews, approves and co-signs biosafety permits with the BSO, on behalf of the IBC. An appointed acting Chair may approve and co-sign biosafety permits with the BSO, on behalf of the IBC, if the Chair is away or if the Chair's biosafety permit(s) are being evaluated.

3.6.4 The Chair calls and oversees the regular meetings of the IBC as well as emergency meetings involving incidents, violations of biosafety regulations, or consideration of disciplinary action.

4.0 MEETINGS

4.1 Frequency

4.1.1 The Committee shall meet at least twice annually. The Chair may call emergency meetings to deal with any critical issues.

4.2 Quorum

4.2.1 For voting purposes, two thirds of voting members must be present.

4.3 Voting Privileges

4.3.1 The Chair does not normally vote, except to break a tie. All other duly appointed members have voting privileges. Resource members, as listed, are non-voting members of the Committee.

4.4 Secretariat

4.4.1 Environmental Health and Safety shall provide an individual to act as secretary. The secretary shall be responsible for:

- a. Recording minutes of the meetings and related correspondence,
- b. Circulating meeting minutes to the members and Vice-President Research and International, and
- c. Maintaining all IBC documents and records.

BIOSAFETY PERMITS PROCEDURE

Date
September 23, 1999

Number
R 20.02

**Date of Last
Review/Revision**
May 25, 2009

**Mandated
Review**
[TBA] 2026

Policy Authority: Vice-President, Research and International

Parent Policy: Biosafety (R20.02)

1.0 PURPOSE

1.1 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. In order to ensure that all Biohazardous Material handling and storage procedures are consistent with applicable legislation and SFU policies and the related Biosafety Program, all proposals to handle or store Biohazardous Materials are reviewed by the Biological Safety Officer (“BSO”) and Institutional Biosafety Committee (“IBC”).

2.0 DEFINITIONS

2.1 See Appendix A to the Biosafety policy for definitions of words used in the policy and in these procedures.

3.0 PROCEDURE

3.1 Biosafety Permit Applications

3.1.1 In accordance with the Biosafety Policy R20.02, SFU faculty and staff will seek approval for any research and/or teaching program using Biohazardous Materials, by applying for a Biosafety Permit through the Bio-Permits platform.

3.1.2 The prospective permit holder assumes responsibility for the safety of all members of the University Community, the general public and the environment with regard to the Biohazardous Materials, activities and facilities described in the Biosafety Permit application.

3.1.3 The biosafety permit application will include:

- a. Name, department, and contact information for the prospective permit holder,

- b. Contact information for at least one emergency contact other than the prospective permit holder,
- c. Grants which will support the activities described in the application,
- d. Descriptions of the Biohazardous Materials which the applicant proposes to handle or store, including risk groups for humans, animals and plants, and maximum quantities to be handled or stored at one time,
- e. The locations where Biohazardous Materials will be handled and stored,
- f. Personnel proposed as Authorized Users to access or handle Biohazardous Materials,
- g. Safe working procedures including:
 - i. Personal protective equipment (PPE) requirements,
 - ii. Laboratory entry and exit procedures,
 - iii. Use of primary containment devices,
 - iv. Animal work considerations,
 - v. Decontamination of laboratory surfaces, equipment and waste,
 - vi. Movement and transportation of Biohazardous Materials,
 - vii. Any procedure or task involving infectious material, toxins, and/or infected animals,
 - viii. Disposal of biohazardous waste.

3.2 Environmental Health and Safety (“EHS”) Review

- 3.2.1 Upon receipt, the BSO reviews the Biosafety Permit application for completeness and consistency with SFU’s policies and procedures.
- 3.2.2 The BSO may make recommendations to the applicant to improve the application.
- 3.2.3 Once any recommendations have been addressed by the applicant, the BSO transfers the Biosafety Permit application to the IBC Chair.

3.3 Institutional Biosafety Committee (“IBC”) Review

- 3.3.1 For applications to handle or store only Risk Group 1 (RG1) or Risk Group 2 (RG2) Biohazardous Materials, the IBC Chair reviews and either approves or denies a Biosafety Permit. The IBC Chair may consult other members of the IBC, the entire IBC and/or outside experts to make this decision.
- 3.3.2 For applications to handle or store Risk Group 3 (RG3) Biohazardous Materials, the IBC Chair forwards the application to all IBC members. Approval or denial of a biosafety permit is determined by the IBC Chair based on the assessments provided by the IBC.
- 3.3.3 At any time during the review process, the IBC Chair or an IBC member may request clarifications, additional information, or a modification of the permit application from the applicant.

3.4 Biosafety Permit Approval

- 3.4.1 Once a Biosafety Permit is reviewed and approved by the IBC, the Biological Safety Officer assigns a permit number and expiry date and generates a Biosafety Permit.
- 3.4.2 Biosafety Permit expiry dates are assigned as follows:
- a. For Permits to handle or store only RG1 or RG2 Biohazardous Materials in a research context: four years from the date of approval.
 - b. For Permits to handle or store only RG1 or RG2 Biohazardous Materials in the context of a course or teaching program: until the next anticipated offering of the course.
 - c. For Permits to handle or store RG3 Biohazardous Materials: one year from the date of approval.
- 3.4.3 The Biosafety Permit includes:
- a. Permit number,
 - b. Expiry date,
 - c. Permit Holder's name,
 - d. Authorized locations,
 - e. Authorized Users,
 - f. Grants.
- 3.4.4 The Biosafety Permit is signed and dated by the IBC Chair and the BSO, and is delivered to both the permit holder and the Office of Research Services.
- 3.5 Biosafety Permit Renewals and Amendments
- 3.5.1 Applications to renew or amend a Biosafety Permit will be submitted and reviewed as per the relevant foregoing steps for Biosafety Permit Applications.
- 3.6 Biosafety Permit Closure
- 3.6.1 A permit holder may apply to close a Biosafety Permit by applying to amend the permit.
- 3.6.2 The application to close a Biosafety Permit must include:
- a. Whether each Biohazardous Material was destroyed or transferred out of their lab(s),
 - b. The detailed method of destruction for each Biohazardous Material destroyed,
 - c. The name and location of the recipient of each Biohazardous Material transferred.
- 3.7 Biosafety Permit Expiry
- 3.7.1 The permit holder will apply to renew or close a Biosafety Permit before its expiry date.