

St. Michael's

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Title:	Biosafety Permit Application Process		
Program or Department:	Research	Document Type:	PROCEDURE
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Introduction

For all research work involving the handling, use or manipulation of biohazardous or potentially biohazardous material within St. Michael's Hospital, a group must hold a valid biosafety permit. Materials include viruses, bacteria, fungi, parasites, prions and other micro-organisms / genetic systems, and human and animal tissues, cells, blood and body fluids.

Associated Procedure

Application Process

Application forms are available through the Research Biosafety Officer, who will also provide guidance and assistance in completing the form.

Forms are completed electronically and submitted to the Research Biosafety Committee (RBC) via the Research Biosafety Officer (BSO).

The designated individual filling in the form is expected to detail all biohazardous or potentially biohazardous material that the group currently holds, their location within the lab and what mechanisms are in place to safely handle, manipulate or use the material described.

Research laboratory spaces at St. Michael's are designated **Containment Level 2** and when risk assessments are performed on permit applications factors including , but not limited to, the risk group of the biohazard, the safety mechanisms in place, the availability of appropriate PPE and the potential risk to patients are considered.

Following a review by the RBC, any comments or concerns expressed by the Committee will be transmitted to the PI. If answered to the satisfaction of the Committee, a letter of approval, signed and authorized by the Chair of the RBC will be issued to the PI, with copies being retained by the BSO.

Validation Period

All approved permits are valid for a 2 year period, although permits may be reviewed before this time should the need arise.

Amendments

The addition of new personnel, agents or any other change to the permit should be communicated to the BSO, who will provide guidance on whether the changes require a full review by the RBC. Changes should only be made to the current version of the permit and submitted to the RBC via the BSO.

Revision Number	Contact
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