

St. Francis Xavier University Biosafety

Individuals using or planning to use biohazardous materials must comply with the StFX Biosafety Protocol. Release of funds supporting research involving biohazardous materials is contingent upon Biosafety certification. To initiate or continue research and/or teaching utilizing biohazardous materials please complete the following steps:

1. Complete the form *StFX Biosafety Certificate Application – Research* or *StFX Biosafety Certificate Application – Teaching*, whichever is appropriate. Include all required supplemental forms, which provide detailed information about the specific biohazardous materials to be used. Supplemental forms are listed below. All individuals handling biohazardous materials must also complete **Biosafety Form – 1, Biosafety Training Record**. Submit completed forms to the Biosafety Officer.
2. The Biosafety Officer, upon review of the *Biosafety Certificate Application* and supplemental forms, will schedule an inspection of the facilities in which handling of biohazardous materials is proposed. Inadequacies in facilities or procedures must be rectified prior to approval of the Biosafety Certificate Application. In some cases re-inspection may be required.
3. The Biosafety Officer will recommend approval of facilities/procedures to the StFX Biosafety Committee.
4. The StFX Biosafety Committee will issue a *StFX Biosafety Certificate* to the Principal Investigator/Instructor. This certificate must be displayed in the room(s) relevant to the biosafety application.
5. Following successful certification, the Chair of the Biosafety Committee, will inform the Research Operations Officer in the Research Services Group, who will in turn contact the accounts office to release associated funds. Notification of Biosafety certification will also be forwarded electronically to the Associate Vice-President, Research and Graduate Studies, the appropriate Dean and the Secretary of UCR.
6. The Associate Vice-President, Research and Graduate Studies will track certification and notify Principal Investigators 3 months prior to certification expiry. It is the researchers responsibility to reapply for biosafety certification.

Supplemental Forms to accompany a Biosafety Certification Application

BSF-1: *Biosafety Training Record*

BSF-2: *Microorganisms*

BSF-3: *Cell lines.*

BSF-4: *Toxins*

BSF-5: *Human and non-human primate materials*

BSF-6: *Recombinant DNA*

Modified June, 2016

Appendix A: *Inclusion of new Biohazard users to an existing application.*

Additional information and resources

StFX Biosafety Manual, 2016

StFX University Biosafety Laboratory Inspection Report

StFX Biosafety Injury/Hazardous Incident Report