
1. BI Biosecurity Policy

- a. The BI Biosecurity Policy ensures there is physical and personal protection, regulated access, accurate inventories, accountability, incident & emergency response and supporting documentation to ensure adequate containment of biohazardous agents and materials in BI laboratories.
- b. Biosecurity incidents including the lost, theft or misuse of biohazard materials, breach of containment, unauthorized removal or discovery of pathogens, or entry of unauthorized personnel must be reported to BI staff, BI Director and the McMaster Biosafety Office.
- c. This policy will be reviewed and updated as new biosecurity issues are identified and at minimum annually.

1.1. Physical and Personal Protection

- a. BI laboratories are separate from public and office areas by lockable doors.
- b. Laboratories entry and exit doors are equipped with hangers for laboratory coats and are large enough to accommodate the passage of relevant equipment.
- c. Doors, frames, casework and bench tops are non-absorptive. Laboratories have sealed windows. Laboratory surfaces are scratch, stain, moisture, chemical and heat resistant and can withstand chemical disinfection/fumigation.
- d. Air flow within BSL-2 culture laboratories is under negative pressure, to avoid airborne contamination of surrounding facilities.
- e. The appropriate PPE is required at all times within laboratories. This includes users, visitors, trainees and others entering the workspace. Refer to the BI Personal Protective Equipment (PPE) Policy.
- f. Laboratories are equipped with separate hand-washing stations and emergency shower and eye wash stations. Refer to the BI Emergency Equipment Policy.
- g. Laboratory areas that have become permeable and/or damaged will be reported to BI staff, and replaced or repaired promptly.

1.2. Accessibility

- a. Only authorized personnel, who have completed the necessary safety training as outlined in the BI Training Policy, may access BI laboratories independently.
- b. The main BI laboratory door and the BSL-2 culture laboratories are locked at all times, not propped open, and controlled via electronic card access. Access is at the discretion of BI staff. Refer to the BI Access Policy.
- c. All visitors, including emergency personnel, entering BI laboratories must be documented in the BI Visitor's Log, accompanied by authorized personnel at all times and don the appropriate PPE. Refer to the BI Visitor and BI PPE Policies.
- d. Unauthorized persons found within biohazardous laboratories will be promptly removed and documented in the BI Biosecurity Incident Form.

1.3. Inventory

- a. Biological agent(s) must be captured on an approved McMaster BUPs. Refer to the BI Biohazardous Work Policy.
- b. Biological agent(s) must be recorded in the BI BioELN Inventory to include the agent name, location and BSL; refer to the BI Substance Policy.
- c. BI biohazardous inventory is monitored by the BI Biological Technician.
- d. Inventoried but unaccountable biohazardous agents will be recorded in the BI Biosecurity Incident Form.
- e. Unauthorized biohazard agent(s) and/or material(s) found within BI laboratories will be destroyed as per the appropriate SDS and/or PSDS and documented in the BI Biosecurity Incident Form.

1.3.1. BSL-2 items

- f. BSL-2 items must be secured from open-access. Fridges and freezers outside BSL-2 culture laboratories that contain BSL-2 agent(s) are locked at all times.

1.4. Accountability

- a. The principle investigator associated with a McMaster BUP is responsible and accountable for the biological work, workers and inventory listed therein.

1.5. Incident and Emergency Responses

- a. Emergency and incident responses to intentional, unintentional, and natural events are outlined in the BI Emergency and Incident Response Policy, and require the completion of a McMaster's Injury/Incident Report.

1.6. Documentation

- a. Biosecurity incidents will be documented by the BI Biological Research Technician, reported to the BI Director, and communicated to the McMaster Biosafety Office, as needed.
- a. The BI Biosecurity Incident Form will capture biosecurity incidents including the lost, theft or misuse of biohazard materials, breach of containment, unauthorized removal or discovery of pathogens, and entry of unauthorized personnel.
- b. Biosecurity compliance, accessibility logs, and biohazardous agent inventories are located in the BI office area. Refer to the BI Documentation Policy.

1.7. BI Biosecurity Documentation/Forms

- a. BI Biosecurity Incident Form.