# BI Access Policy

1. BI facility access is at the discretion of the BI Director and staff and may be denied or revoked if training is missing or expired, or if work has high risks of injury or incident.
2. BI access is controlled through electronic card key and/or key access. Electronic card access is facilitated by BI Staff, in cooperation with McMaster Security Services. Keys are distributed by BI Staff.
3. Upon entry into BI facilities, individuals should review relevant safety documentation, emergency equipment locations and review emergency procedures. Refer to the BI Documentation Policy, BI Emergency Procedures Policy, and BI Emergency Equipment Policy as necessary.

## BI Access Times

1. “Regular working hours” laboratory access is defined as **weekdays 8:30 am to 4:30 pm**, excluding holidays. This access is granted to BI users who complete BI-specific McMaster safety training requirements and the “BI General Safety Training”; refer to the BI Training Policy.
2. “After-hours” laboratory access is defined as **weekdays 7:00-8:30 am and 4:30-11:00 pm,** **and weekends 7:00 am to 11:00 pm,** excluding holidays. This access is granted to BI users, who already meet “Regular working hours” access requirements and who complete “BI Working Alone” safety requirements. Refer to the BI Working Alone Policy – After-Hours.
3. “Extended working hours” laboratory access is defined as weekdays and weekends 11:00 pm to 7:00 am, and holidays and is **NOT** permitted on a regular basis. Refer to the BI Working Alone Policy – Extended-Hours.
4. BI staff are usually available during “Regular Working Hours”, unless special circumstances arise, and not available during “After-hours” or “Extended-hours”. As such, “After-hours” or “Extended-hours” assistance is via McMaster Security. Refer to the BI Emergency Procedures Policy.

## BI Access Locations

1. Refer to the BI Safety Program document for a map of the BI facility.

### BI Main Office Area

1. The BI Main Office Area is accessible via door ETB 480 and open during “Regular Working Hours”, unless special circumstances arise.
2. The BI Main Office Area houses offices for BI Technical staff (ETB 413), the BI Business Manager (ETB 412), the BI Administrative Assistant (ETB 416), the BI Director (ETB 416A) and the BI Co-Director (ETB 415).

### BI Laboratory Areas

1. Only authorized personnel may enter BI laboratories.
2. Authorized personnel, also referred to as BI Users, are granted independent BI access, for specific access times and laboratory locations, following completion of required training and paperwork; refer to the BI Training Policy.
3. Individuals wishing to access BI laboratories without BI-specific safety training requirements are “Visitors”. Visitors must sign-in and be escorted by authorized personnel. Visitors may only enter BI laboratories during “Regular Working Hours”. Refer to the BI Visitor Policy.
4. Individuals wishing to work in BI laboratories without BI-specific safety training requirements are “Visiting Scholars”. Refer to the BI Visiting Scholar Policy.
5. BI laboratories require the appropriate PPE. Refer to the BI PPE Policy.

#### BI Non-biohazardous Laboratory

1. The BI non-biohazardous laboratory, ETB 433, is accessed via ETB’s main building hallway. Access to this lab is reserved for BI staff.

#### BI CL-1 Laboratories

1. BI CL-1 laboratories (ETB 417, 418, 419, 420A, 421, 423, 424, and 435) are accessed via the BI Lab Hallway (door ETB 480b).
2. Access is reserved for authorized BI Users who complete BI-specific McMaster safety training and the “BI General Safety Training”; refer to the BI Training Policy.

#### BI CL-2 Laboratories

1. BI CL-2 laboratories (ETB 420 and ETB 425) are accessed via the BI Lab Hallway (door ETB 480b). Access is reserved for BI Users who complete BI-specific McMaster safety training, including Biosafety Training, the “BI General Safety Training”, and “BI On-site CL-2 Lab Orientation”; refer to the BI Training Policy.
2. CL-2 laboratories must adhere to governmental and McMaster biosafety and biosecurity guidelines. Doors must always be kept locked and not propped open. CL-2 personnel have valid identification (e.g. Working-at-McMaster photo ID).
3. Refer to the BI Biohazardous Work Policy and BI Biosecurity Policy.

## Unauthorized Access

1. Unauthorized persons found within BI facilities will be promptly removed and reported to BI staff and Director. Unauthorized access into biological labs will be documented as a “Biosecurity Incident”; refer to the BI Biosecurity Policy.
2. BI Users accessing BI facilities outside of allowable hours or allowing unauthorized entry of other persons into BI facilities, without permission from BI staff, are subject to an “Infraction” and will have BI access suspended. Refer to the BI Infraction Policy.