#  BI Biosecurity Policy

1. 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.
2. 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 documented (see below) and communicated to BI staff, BI Director and the McMaster Biosafety Office.
3. This policy will be reviewed and updated as new biosecurity issues are identified and at minimum annually.

## Physical and Personal Protection

1. BI laboratories are separate from public and office areas by lockable doors.
2. BI laboratories are equipped with hangers for laboratory coats.
3. BI laboratories have entry and exit doors are large enough to accommodate the passage of relevant equipment. Doors, frames, casework and bench tops are non-absorptive. Laboratories have sealed windows.
4. Laboratory surfaces are scratch, stain, moisture, chemical and heat resistant and can withstand chemical disinfection/fumigation.
5. Air flow within BI laboratories is under negative pressure, to avoid airborne contamination of surrounding facilities.
6. 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.
7. Most BI laboratories are equipped with separate hand-washing stations and emergency shower and eye wash stations (refer to the BI Emergency Equipment Policy).
8. Laboratory areas that have become permeable and/or damaged will be reported to BI staff, and replaced or repaired promptly.

## Accessibility

1. Only authorized personnel, who have completed the necessary safety training as outlined in the BI Training Policy, may access BI laboratories independently.
2. The main BI laboratory door and the CL-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.
3. All visitors, including emergency personnel, entering BI laboratories must be documented in the BI Visitor’s Log (located in ETB 416), accompanied at all times by authorized personnel, and don the appropriate PPE. Refer to the BI Visitor and BI PPE Policies.
4. Unauthorized persons found within biohazardous laboratories will be promptly removed and documented (see below).

## Inventory

1. Biohazardous agents must be captured on an approved McMaster BUPs. Refer to the BI Biohazardous Work Policy and the BI Substance Policy
2. Biohazardous agent inventories of BI Users must be shared with BI Biological Research Technician.
3. Incidences of discrepancies between lab items and inventory systems (e.g. inventoried but unaccountable biohazardous agents) and unauthorized biohazardous agents will be documented (see below). Unauthorized biohazard agents found within BI laboratories will be destroyed as per the appropriate SDS and/or PSDS.

### CL-2 items

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

## Accountability

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

## Incident and Emergency Responses

1. 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 appropriate documentation (see below).

## Documentation

1. Biosecurity incidents, including lost, theft or misuse of biohazardous materials, breach of containment, unauthorized removal or discovery of pathogens, and entry of unauthorized personnel, will be documented in a McMaster Injury/Incident Report (refer to the BI Emergency Procedures Policy) and communicated to the BI Biological Research Technician, the BI Director, and the McMaster Biosafety Office.
2. Biosecurity compliance, accessibility logs, and biohazardous agent inventories are located in the BI office area. Refer to the BI Documentation Policy.