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# IMPLEMENTATION DIRECTIVE

## CREATION AND USE OF PIDS

## INTRODUCTION

The Presidential Biosafety Advisory Committee (PBAC) reviews biohazard projects, prescribes containment levels and reviews the needs of stakeholders with respect to biosafety and biosecurity at McMaster University. Details can be found in the RMM#106 – PBAC Terms of Reference.

<http://www.workingatmcmaster.ca/rmm/>

When there is a change in the applicable legislations, the funding agency policies or McMaster University policies which impact stakeholders, a mechanism is needed to inform stakeholders of such changes and moreover assist stakeholders in implementing the changes. As a resource for biosafety matters, the PBAC also makes decisions and offers guidance for implementation of policies. As such, a system of PBAC Implementation Directives (PIDs) has been created which allows both decisions and guidance to be archived and readily available to the stakeholder group.

## IDENTIFYING A NEED FOR A PID

The identification of a need may arise from the changing or new institution of a legislation, regulation or internal or external policy which impacts the use of infectious materials, organisms or toxins at McMaster University. The change may arise from the need for new processes because the old processes are not applicable to new work and research. The change may arise from the needs for a particular subset of stakeholders due to the nature of the work or the infectious materials, organisms or toxins. In all cases, this change will result in new information to be created or provided, new processes to be generated or even new equipment to be used.

## CREATION OF A PID

When the need has been identified by any PBAC member, the Biosafety Office or any stakeholder, it will be brought to the next PBAC meeting for discussion. The discussion should consider the following questions:

- To whom does this need apply?
- To which legislation or policy does this need apply?
- Does the need require a change in internal policy?
- What resources are required to support the stakeholders to implement this change?

The content of a PID should include the following sections:

- Introduction – describes the need for the PID
- Background information which the stakeholders need to use the PID
- The implementation guidance
- A mechanism to monitor the PID effectiveness

## REVIEW, APPROVAL AND UPDATE OF A PID

Once created, the PID will be submitted for the next PBAC meeting for review. If the needs are reasonably satisfied by the submitted PID, it can be approved by the PBAC and can then be distributed.

Once a PID has been distributed, any subsequent review should follow the same guidance as for creating a new PID, considering the same set of criteria. The suggested changes will then be submitted for the next PBAC meeting for review. If the needs are still or better served by the revised PID, it can be approved by the PBAC and distributed once more.

## DISTRIBUTION OF A PID

The distribution of a PID will take the form of a PDF document which is stored on the Biosafety website for all stakeholders to download. The link for the new or updated PID shall be sent via email to AVP Research, AD-Rs for all Faculties with BUPs, all Departmental Chairs with faculty holding BUPs, all faculty holding BUPs and all persons listed on the BUPs. The email shall be sent by the Biosafety Office on behalf of the Chair of the PBAC and the members of the PBAC.

<http://www.mcmaster.ca/biosafety/pid>

## MONITORING THE PID EFFECTIVENESS

The PID will be reviewed on a regular basis using the mechanism designed to monitor effectiveness. This may include any mode of quantitative or qualitative data collection. Data collected from PID monitoring will be kept indefinitely.