
IMPLEMENTATION DIRECTIVE

REVIEW OF AMENDMENT LIST

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INTRODUCTION

The purpose of the amendment list is to ensure that the Presidential Biosafety Advisory Committee (PBAC) is aware of the changes taking place in the biohazard laboratories at McMaster. It provides accountability on behalf of the researcher and supports the internal responsibility system by providing access to this information to the Associate Vice President, Research (AVP-R) and the Associate Deans of Research for all faculties engaging in work, research and teaching which involve infectious materials, organisms and toxins.

All issues arising from amendments shall be captured in the minutes and simple follow up is to be carried out by the Biosafety Office.

REVIEW OF LABORATORY LOCATIONS

This section lists all laboratory locations for which a researcher has recently declared where their biohazard work is being undertaken. The reviewer shall compare the containment level of the room to that of the approved containment level for the researcher.

If a researcher adds a room that is above the containment level for which they are approved, a follow up is warranted.

If a researcher adds a room at a containment level and that is listed elsewhere at a different containment level, follow up is warranted.

REVIEW OF FUNDING

This section lists all the grant proposals for which a researcher has either applied for or has received funding. The grant proposal is to be evaluated based on the infectious materials, organisms and toxins listed and the activities to be carried out. The reviewer shall compare the containment level of the proposed work to that of the approved containment level of the researcher.

Often the proposal does not list the specific techniques to be used, however the general aspects of the described work can lead to an accurate depiction of the work to be undertaken.

The reviewer shall also determine the list of infectious materials, organisms or toxins to be used in the proposed work. This list will be compared to the biological inventory on file for the researcher.

REVIEW OF WORKERS

This section lists all of the workers a researcher has recently acquired. The biosafety office will follow up with respect to training. The committee shall receive this information as FYI.

REVIEW OF PATHOGENS AND TOXINS

This section lists all of the infectious materials, organisms and toxins recently acquired by the researcher. The reviewer is to ascertain:

- If the declared risk group level of the material is correct

- If the risk group level of the material matches the approved containment level of the researcher.

Typically the risk group level of the material is verified by past risk assessments for similar organisms or materials, online PSDS information or another external source. If the declared risk group level of the material is called in to question, the committee will perform a risk assessment to determine its risk group level.

If the declared risk group level of the material is higher than the approved containment level of the researcher, a follow up is warranted.

REVIEW OF BIOLOGICAL SAFETY CABINETS

This section lists all the biological safety cabinets (BSC) recently acquired by a researcher. These BSCs may be shared with other researchers. The biosafety office will follow up with the registration of the BSC, the containment level for its intended user and its NSF49 certification status. The committee shall receive this information as FYI.

FOLLOW UP

The committee will decide what follow up actions are necessary when a simple follow up request is insufficient. The actions shall fall within the scope of the Terms of Reference for the committee.

<http://www.workingatmcmaster.ca/med/document/RMM-106-Presidential-Biosafety-Advisory-Committee-Terms-of-Reference-1-36.pdf>