Environmental Room Security

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# Purpose

<<<< This SOP is left in DOCX format so that you may edit it for your own laboratory>>>

The purpose of this SOP is to lay out the responsibilities and procedures required for secured use of environmental rooms in which pathogens are used and stored.

The purpose of this SOP is to protect unauthorized users, including the public, from unauthorized access to pathogens.

The purpose of this SOP is to ensure environmental rooms containing pathogens are secured appropriately and in compliance with federal law (Human Pathogens and Toxins Act, Health of Animals Act, Plant Protection Act)

# Scope

This SOP applies to all persons and their supervisors requiring to use environmental rooms for storage and use of pathogens.

This SOP does not apply to environmental rooms containing **no biohazards** or only **risk group 1** biohazards. Follow good microbiological practices, appropriate hazard signage and good housekeeping practices for environmental rooms. Follow SOPs for environmental rooms, where provided.

This SOP applies to all environmental rooms containing biohazards that are rated as **risk group 2**, requiring containment level 2 storage and handling.

This SOP does not apply to environmental cold rooms belonging to the School of Anatomy for the purposes of cadaver and specimen storage.

# Related Documents

* Human Pathogens and Toxins Act
  + Human Pathogens and Toxins Regulations
  + Canadian Biosafety Standard
* Health of Animals Act
  + Health of Animals Regulations
  + Canadian Biosafety Standard
  + Containment Standards for Facilities Handling Aquatic Animal Pathogens
* Plant Protection Act
  + Plant Protection Regulations
  + Containment Standards for Facilities Handling Plant Pests

# Responsibilities

## Supervisors

Supervisors are responsible for:

* **Reviewing this SOP on a regular basis. Review is to consider and mitigate the risks of spill, loss of containment and exposure or other harm. Refer to Performing Risk Assessments SOP.**
* Ensuring their workers are trained and follow the provisions in this SOP.

## Workers

Workers are responsible for:

* Following this SOP as approved by their supervisor.
* Reporting any issues with environmental rooms or unauthorized entry into restricted environmental rooms.

# Environmental Rooms

1. The environmental room must have a Level 2 Biohazard door sign. Sign to contain the phrase ‘authorized personnel only’. Laminated signs can be obtained from Carol Carte ([carte@mcmaster.ca](mailto:carte@mcmaster.ca)).
2. Storage of pathogens to be strictly limited where possible.
3. Containers of pathogens are not to be opened and handled unless specific SOPs have been devised to reduce aerosol generation and which are approved by the supervisor.
4. If located inside a secured area such as a locked laboratory or a controlled access area, the environmental room does not need to be locked, however signage is still mandatory.
5. If located on a public or otherwise non-secure hallway, the environmental room must be locked when unoccupied.