

Memorandum

To: All users of biological material

From: Dr Fiona McNeill, AVP Research *Fiona E McNeill*

Date: 5/29/2012

Re: Biohazard Utilization Protocol (BUP)

The unfortunate reality of new biosafety legislation is that there is an increased paperwork load on the researcher. We have worked to streamline biosafety processes to avoid duplication of effort and to minimize the amount of paperwork, over the long term, for the individual researcher. The streamlined processes do mean an increased workload for a researcher for the first time through a process. However, we believe that after this first time, the workload will be significantly reduced in subsequent years and for subsequent grant applications

Two processes are being initiated to this end:

- 1) A one time Biohazard Utilization Protocol (BUP) is an Access based form which will include a listing of your research locations, staff/students, agents/cell line inventory, techniques in use, granting agencies and other information required for a risk assessment. Amendments to the BUP can be made via an e-mail to the biosafety office. Once this BUP is completed for a researcher, the biosafety office will be able to generate the appropriate documentation for individual researcher's grant applications.
- 2) A PHAC federal compliance letter will be issued by the biosafety office after completion of a checklist by the investigator and the biosafety officer. This letter will be valid for two years and allows for signature of import permits and transfer of materials between laboratories within McMaster and within Canada. On alternate years, the biosafety office will conduct audit of the laboratory.

Over the next few months, you are encouraged to contact ~~Karin~~ or Carol at ~~24956~~ or 22950 to start this process. The Presidential Biosafety Advisory Committee has recommended that it be adopted by everyone within a year.

Karin has retired. Jen Robertson has taken over the role and her extension is 23453.