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## PURPOSE

This Procedure contains information on the requirements necessary to meet legislative requirements for transferring biohazards.

## SCOPE

This Biohazard Transfer Procedure applies to all persons that are directing or involved in the handling or storage of biohazards as a function of research and teaching activities under the auspices of the University of Calgary. The term transfer in this procedure refers to receipt (within Canada) or importation (from outside Canada). The legislation for transfer is governed by the following federal agencies:

- Public Health Agency of Canada (PHAC), pertaining to human and terrestrial animal pathogens, prions and microbial toxins;
- Canadian Food Inspection Agency (CFIA), pertaining to animal products and by-products, non-terrestrial animal pathogens, and pathogens affecting aquatic species and plants; and
- Transport Canada (TC).

## RESPONSIBILITIES

### Biosafety Permit Holders, Laboratory Supervisors

- Follow the requirements set out in this Procedure
- Ensure workers review Pathogen Safety Data Sheet (PSDS)
- Ensure worksite-specific training is received and documented

### Laboratory members

- Follow the requirements set out in this Procedure
- Review the PSDS
- Complete worksite-specific training

### Environment, Health and Safety

- Review and update this Procedure
- Advise users on appropriate legislation, codes, standards and best practices for use, handling and storage of biohazard materials

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## REGULATORY REQUIREMENTS

**Biosafety Permit Holders** complete applications for either PHAC or CFIA depending on the type of biohazards you need to import. If you are not sure whether your biohazards are regulated by PHAC or CFIA, contact the UCalgary Biosafety Officer (BSO) [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca) for assistance on the process. Checking this first may minimize the application requirements.

### I. PHAC REGULATED MATERIAL LIST:

- Terrestrial animal pathogens (including pathogens affecting avian and amphibian animal, not including aquatic animal, bees, invertebrates) indigenous to Canada
- Human pathogens (e.g. bacteria, viruses, parasites)
- Human Blood, Cell Lines and Body Fluids only when containing intact pathogen
- Microbial toxins (e.g. botulinum toxin)
- Prions

### II. CFIA REGULATED MATERIAL LIST:

**Form CFIA/ACIA 5858:** Application for Permit to Import **Animal Pathogens** under the *Health of Animal Act*

- Terrestrial animal pathogens (including pathogens affecting avian and amphibian animal), not indigenous to Canada
- Pathogens causing foreign animal and emerging animal diseases

**Form CFIA/ACIA 5859:** Application for Permit to Import **Animal Products and By-Products** under the *Health of Animal Act*

- Live animals, animal products (e.g. tissue, serum and blood) and by-products only when carrying an animal pathogen or part of one (e.g. animal feces)
- Products of rendering plant
- Pet food, treats, chews
- Laboratory samples

**Form CFIA/ACIA 5860:** Application for Permit to Import **Live Animals, Hatching Eggs and Animal Germplasm**

- Live animals, hatching eggs, embryos, oocytes, semen

**Form CFIA/ACIA 5670:** Application for Permit to Import **Aquatic Animals and/or their Offal**

- Aquatic animals
- Germplasm from aquatic animals

**Form CFIA/ACIA 5256:** Application for Permit to Import **Plants and Other Things** under the *Plant Protection Act*

- Plants and plant products including insects and plant pathogens

### III. PHAC REGULATORY REQUIREMENTS

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### III.1. When the Recipient initiates the process

1. **Modify** the Biosafety Permit in BioLogistix (if biohazard not already authorized on the current Biosafety Permit)
2. **Complete** all Recipient sections and sign the form (“Biohazard Transfer Notification”) included in this procedure. As recipient, complete the description and risk group box under the supplier section
3. **Request** UCalgary BSO’s signature by emailing the completed and signed document to [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca) Remember to cc this account on all correspondence. **Request** completion and signature of the form by the supplier and the supplier BSO
4. When the **four** signatures have been collected, email the form back to UCalgary BSO for record-keeping/auditing purposes. The completed form is required prior to any physical transfer
5. **Request** the Supplier to Print the completed form and place it in an envelope on the outside of the parcel to make it known to Canada Border Services Agency or others
6. **Notify** the University Customs and Traffic (C&T) Office of the intention to import by emailing the completed form to Judy Loewen ([judy.loewen@ucalgary.ca](mailto:judy.loewen@ucalgary.ca)) and Robert Lang ([rlan@ucalgary.ca](mailto:rlan@ucalgary.ca)). This will ensure they are aware of the intention to import.

### III.2. When the Supplier initiates the process with a form acceptable/equivalent to the “Biohazard Transfer Notification” (contact [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca) to determine acceptability/equivalency of documentation)

1. **Modify** the Biosafety Permit in BioLogistix (if biohazard not already authorized on the current Biosafety Permit)
2. **Email** the completed and signed document to [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca) and cc this account on all correspondence
3. **Request** the Supplier to state “University of Calgary” in the recipient address field. The University of Calgary will act as the importer of record in this case (the shipment will be turned over to UCalgary Customs and Traffic to clear it)
4. **Complete** documentation as required by other party
5. **Request** that the Supplier send an advance copy of the commercial invoice and tracking number to Judy Loewen ([judy.loewen@ucalgary.ca](mailto:judy.loewen@ucalgary.ca)) and Rob Lang ([rlan@ucalgary.ca](mailto:rlan@ucalgary.ca)) prior to, or upon, shipping.

## **IV. CFIA REGULATORY REQUIREMENTS**

1. Biosafety Permit Holders must **contact** [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca) for assistance with current documentation and procedure before starting
2. Biosafety Permit Holders must **provide** BSO with the following information:

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- 2.1. type of biohazard from CFIA Regulated Material list (above)
  - 2.2. *in vitro*; *in vivo*; aquatic use; plant use
3. **Two applications** are to be submitted:
- 3.1 **Application for Permit to Import**  
 The applications must be completed electronically as it features prompts and drop down menus to better assist applicants.  
 Depending on the biohazards, UCalgary BSO provides the appropriate and most recent application form. The Forms catalogue is accessible at the following address  
<http://www.inspection.gc.ca/about-the-cfia/forms-and-publications/forms-catalogue/eng/1328823628115/1328823702784>  
 Copy and paste the address if the hyperlink is not functioning. Enter the form number in the “Filter items box:

► **Emailing PDF forms:**

Filter items  Showing 1 to 122 of 122 entries | Show **All** entries

Form No.	Title	Revision Date	Type	Size kb
0009	<a href="#">Schedule III – Form 1 Application for Feed Registration or Renewal</a>	2014/03	Extended	98

Follow these tips for completing the application:

- **Importer information:** Ensure that the importer information is exactly the same as that on the Inspection Checklist for Level 2 *in vitro* Facilities (see step 3.2. below)
- **List biohazard(s):** possibility to list multiple biohazards on one application for permit to import
- **Importation details:** Specify “Point of Entry” and “Routing” as “All Canadian ports”. Specify whether single or multiple entry. Multiple entry permits have a validity period of one year
- **Importing from multiple suppliers:** Importation of the same biohazard(s) from multiple suppliers using one application is permitted; however, the suppliers must all be within the same country
- **Printing and signing:** The completed application must be printed and signed by the Principal Investigator (UCalgary BSO signature is not required)

3.2 **Review and complete** site-specific information contained in the second application “**Inspection Checklist for Level 2 *in vitro* Facilities**” (UCalgary BSO provides this partially pre-filled)

4. **Request** onsite inspection from UCalgary BSO
5. **Submit** the completed and signed applications through My CFIA service portal or e-mail. If email, cc [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca) for record keeping/auditing purposes.  
 CFIA will send a “**Laboratory Compliance Letter**” and an “**Import Permit**” to the PI and the UCalgary BSO. The Laboratory Compliance Letter is normally valid for two years in which you may submit additional Application(s) for Permit to Import. The Import Permit Letter is normally valid for one year. **You must wait for the Laboratory Compliance Letter(s) and the Import Permit(s) from CFIA before importing.**

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6. **Notify** the University Customs and Traffic (C&T) Office of your intention to import by emailing your import permit and the completed form “*Biohazard Transfer Notification*” to Judy Loewen ([judy.loewen@ucalgary.ca](mailto:judy.loewen@ucalgary.ca)) and Robert Lang ([rlan@ucalgary.ca](mailto:rlan@ucalgary.ca)). Request that the Supplier send an advance copy of the commercial invoice and tracking number to C&T prior to, or upon, shipping. This will ensure they are aware of your intention to import, they can assist you with the process, and it will help avoid clearance delays.

## **IMPORTING VETERINARY BIOLOGICS INTO CANADA**

It is the responsibility of the Biosafety Permit Holders to check if the item they wish to import into Canada is listed as licensed by the Canadian Centre for Veterinary Biologics for commercial distribution and sale in Canada. The Biosafety Permit Holder applies for a permit to import by completing and submitting both forms CFIA/ACIA 1493 and CFIA/ACIA 4720. A permit for research, restricted or emergency use is issued to applicants for unlicensed veterinary biologics for personal use.

## **REFERENCES AND RELATED DOCUMENTS**

University of Calgary Biosafety Manual  
Human Pathogens and Toxins Act and Regulations  
Public Health Agency of Canada - Canadian Biosafety Standard and Handbook  
Canadian Food Inspection Agency  
EHS-INSP-0712 CFIA 5858-60 Inspection Checklist for Level 2 in vitro Facilities - template  
EHS-INSP-0713 CFIA 5670 Aquatic Inspection Checklist - Small Scale In Vivo - template

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## Supplier

Name of Institution or Facility:

Name of Supplier:

Address:

City: Country:

Prov: Postal Code:

Licence number:

Internal permit number:

\*Description and Risk Group of material to be transferred:

- Human Pathogen
- Human or animal tissues/cells/bodily fluids
- Indigenous Animal Pathogen
- Indigenous Plant Pathogen
- Indigenous Aquatic Animal Pathogen
- Other:

Supplier:

Name:

Phone:

e-Mail:

Signature/Date:

Supplier BIOSAFETY OFFICER:

Name:

Phone:

e-Mail:

Signature/Date:

## Recipient

Name of Institution or Facility:

University of Calgary

Name of Recipient (Permit Holder):

Address:

City: Country:

Prov: Postal Code:

Licence number (to be completed by the UCalgary BSO):

Internal permit number:  
N/A

Room number(s)/ name(s) where material will be used and/or stored:

Is the recipient space / laboratory in compliance with the institutional biosafety program? Yes  No

Can the transferred material(s) be safely handled and stored according to Human Pathogens and Toxins Act/Canadian Biosafety Standard? Yes  No

Recipient (Permit Holder):

Name:

Phone:

e-Mail:

Signature/Date:

Recipient BIOSAFETY OFFICER:

Name: Dr. Eoin O'Grady

Phone: 403-220-7509

e-Mail: [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca)

Signature/Date:

\*: as recipient, UCalgary Biosafety Permit holders must complete the Description section before requesting UCalgary BSO signature  
NB: when the four signatures have been collected, email this form back to [biosafety.officer@ucalgary.ca](mailto:biosafety.officer@ucalgary.ca)