

Section:	Biosafety	Issued By:	Environment, Health and Safety
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		By:	LM, EO

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 supply (within Canada) or exportation (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; 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

Workers

- 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

REQUIREMENTS

Biosafety Permit Holders complete an application for PHAC depending on the type of biohazards you need to supply/export. If you are not sure, whether your biohazards are regulated by PHAC, contact UCalgary Biosafety Officer (BSO) biosafety.officer@ucalgary.ca for assistance on the process. Checking this first may minimize the application requirements.

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

PHAC REGULATORY REQUIREMENTS

1. **Complete** all the Supplier sections and sign the form “*Biohazard Transfer Notification*” included in this procedure.
2. **Request** UCalgary BSO’s signature by emailing completed and signed document to biosafety.officer@ucalgary.ca. Remember to cc this account on all correspondence.
3. **Request** completion and signatures of the form by both the recipient and the recipient 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. **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. **Confirm** with Supply Chain Management (SCM) the appropriate documentation (i.e. commercial invoice, courier company’s Intra-Canada or International Air Waybill) and labeling (i.e. UN3373 Biological Substance Category B label).
7. **Package:** Confirm shipping requirements with SCM. Make sure the biohazard is triple packaged:
 - a. A leak proof primary receptacle
 - b. A leak proof secondary packaging
 - c. An outer rigid packaging of adequate strength for its capacity, mass and intended use
 - d. For liquids, absorbent material in sufficient quantity to absorb the entire contents must be placed between the primary receptacle and secondary packaging
8. **Notify** the recipient with the courier tracking number of your shipment so they can be ready to receive and store the biohazard correctly upon receipt.

RULES FOR MOVEMENT WITHIN THE UNIVERSITY OF CALGARY

When moving your biohazards within the University of Calgary:

- Refer to procedure found in Movement of Hazardous Materials Within Buildings
- Modify your Biosafety Permit in BioLogistix to reflect the newly assigned laboratory(s) and Submit for Approval. No Biohazard Transfer Notification form is needed
- All biohazards transported by vehicle on a public roadway are subject to Transportation of Dangerous Goods Regulations (TDGR). Contact Hazardous Materials Services at hazmat@ucalgary.ca for more information on TDGR requirements.

REFERENCES

University of Calgary Biosafety Manual
Human Pathogens and Toxins Act and Regulations
Public Health Agency of Canada - Canadian Biosafety Standard and Handbook



Supplier

Name of Institution or Facility:

University of Calgary

Name of Supplier (Permit Holder):

Address:

City: Calgary

Country: Canada

Prov: AB

Postal Code:

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

Internal permit number:

N/A

*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: Dr. Eoin O'Grady

Phone: 403-220-7509

e-Mail: biosafety.officer@ucalgary.ca

Signature/Date:

Recipient

Name of Institution or Facility:

Name of Recipient:

Address:

City:

Country:

Prov:

Postal Code:

Licence number:

Internal permit number:

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:

Phone:

e-Mail:

Signature/Date: