HS30 – Biosafety Permits

These records relate to the use of bio-hazardous materials.

Content & Scope

The control of bio-hazardous materials at the University is maintained through an internal permit system. Permits are required for handling Risk Group 2 organisms and material, Risk Group 1 organisms and material in quantities greater than 10 litres, and human blood and body fluids.

This records class excludes records of training of individual workers maintained in the human resources management system.

The records include applications for biosafety permits, permits, end user compliance statements, and worker registration and training records.

Related Records

For training records maintained in the human resources management system, see HR05: Human Resources Management System

Responsible Unit

Safety Office

Information Steward

University Secretary

Privacy Classification

Confidential

Retention

Worker registration and training records: 3 years after termination of employment under the permit

All other records: 3 years after expiry of permit

Disposition

Secure Destruction

Authority

Human Pathogens and Toxins Act; Health Canada. Laboratory Biosafety Guidelines.

Retention Rationale

The retention period is based on the limitation period under the Human Pathogens and Toxins Act, s. 62

Approval Date(s)

December 19, 2011