**BIOSECURITY PLAN**

Last updated: March 2018

**1.0 PURPOSE**

The objective of the University of Waterloo’s Biosecurity Plan is to prevent the theft, misuse or intentional release of pathogens. The Biosecurity Plan specifies security requirements for all University of Waterloo research and teaching laboratories working with bio-hazardous materials.

**2.0 SCOPE**

The Biosecurity Plan encompasses the following situations for containment in level two laboratories:

- unauthorized personnel in restricted areas
- unauthorized removal or release of pathogens and toxins (theft)
- unauthorized use and handling of pathogens and toxins
- breaches of containment
- the potential for laboratory acquired infections

It outlines facility requirements, work procedures, and plans to be implemented should any of these events take place.

**3.0 DESIGNATION OF RESPONSIBLE OFFICIAL**

The University of Waterloo Biosafety Officer is designated as the Responsible Official (RO). The RO is responsible for the development, training and implementation of safety, security and emergency response plans relating to bio-hazardous materials.

Contact the RO as soon as possible in the event of any theft, loss or release of bio-hazardous materials.

**4.0 BIOSECURITY RISK ASSESSMENT**

The control of bio-hazardous materials at the University of Waterloo is maintained by a permit system. The Biosafety Committee reviews and approves permit applications prior to work with bio-hazardous materials.
When reviewing permit applications, biosecurity issues such as dual-use potential, consequence of release, and level of threat are used by the Biosafety Committee when assessing the bio-security risk of a bio-hazardous material.

If a bio-security risk is identified it is brought to the attention of the institutional Biological Safety Officer for review. The biological safety officer determines the best course of action conferring with individual(s) they feel are appropriate, including but not limited to:

- License Holder
- Director of Safety
- Director of Police Services
- Chief Ethics officer

5.0 PHYSICAL PROTECTION

To ensure bio-hazardous materials are not accessible to the general public, laboratories using risk group two material must observe the following minimum security precautions:

1. Keep doors locked when the laboratory is unoccupied.
2. Access to the laboratory is to be restricted to authorized workers/students.
3. University of Waterloo Police Services carry out regular patrols and will notify the laboratory supervisor and the institutional Biosafety Officer upon discovery of unauthorized entry or tampering.
4. Secure all bio-hazardous material at the end of each day.

6.0 PERSONNEL SUITABILITY AND RELIABILITY

Access to all research laboratories is restricted to lab occupants (to be determined by the laboratory supervisor), maintenance staff, and escorted visitors.

Biosafety and biosecurity training is mandatory for all students and staff working in labs that contain bio-hazardous materials. Hazardous materials awareness training is required for all maintenance staff accessing labs on campus. Visitors may enter a lab only if given permission by the laboratory supervisor and escorted by a trained lab occupant.

7.0 BIOHAZARD ACCOUNTABILITY

Inventories for risk level two organisms at the University of Waterloo must be current and available for review by the Biosafety Officer, Biosafety Committee or other
Clearly label bio-hazardous material. The Institutional Biosafety Officer must approve transfers and acquisitions of RG2 material.

**8.0 INCIDENT AND EMERGENCY RESPONSE**

Report loss, theft, accidental release, unauthorized access or suspected tampering immediately to:

1. University of Waterloo Police  
2. Institutional Biosafety Officer  
3. Laboratory Supervisor

University of Waterloo’s Policy 60 provides a framework for responding to major emergencies.