

# **Application and Renewal of Biosafety Certificate (Research)**

## **Advisory Committee on Biological Safety**

### **PURPOSE**

To ensure compliance with the Health Canada: Laboratory Biosafety Guidelines 3<sup>rd</sup> edition and/or Containment Standards for Veterinary Facilities (Canadian Food Inspection Agency), and/or the Tri-Council Policy Statement (TCPS) and/or other granting agencies. A Biosafety Certificate (Research) form is required for all research projects involving the use of infectious or biological agents by the Advisory Committee of Biological Safety (ACoBS).

### **APPLICATION PROCESS**

1. Download the York University Biosafety Certificate (Research) application form from the following websites:
  - Office of Research Ethics: Research Involving Biohazards:  
[http://www.research.yorku.ca/securehome/research\\_services/resethics\\_secure/Biohazards\\_secure/index.html](http://www.research.yorku.ca/securehome/research_services/resethics_secure/Biohazards_secure/index.html)
  - Department of Occupational Health and Safety (DOHS):  
<http://www.yorku.ca/dohs/programs.htm>

The required information must be legibly printed or typed on the application form.

2. Submit the completed, Biosafety Certificate (Research) application form to the Biosafety Officer, Department of Occupational Health and Safety.
3. The Biosafety Officer will perform an initial review with the Principal Investigator then forward the application to other members of the Biological Safety Committee.
4. The ACoBS will review the application for approval.
5. The original copy of the Biosafety Certificate (Research) will remain with the Biosafety Officer (BSO).
6. A photocopy of the approved application will be distributed to the Senior Manager & Policy Advisor of the Office of Research Ethics.
7. The ACoBS through the Senior Manager & Policy Advisor of Research Ethics will provide a memorandum of approval to the Principle Investigator (PI).

NOTE: Most registrations can be completed in 10-15 working days. PIs will be informed of any delays beyond that time.

## **Application and Renewal of Biosafety Certificates (Research) cont'd.**

### **CONDITIONS OF APPROVAL**

Approval for the application of Biosafety Certificates (Research) is limited to those materials, personnel, and facilities specifically stated in the application. The certificate is valid only until the expiration date noted on the document. In addition, members of the ACoBS may visit the laboratories used by the PI in order to monitor adherence to approved protocols.

### **RENEWAL/CHANGES**

#### **1. Renewal**

Renewal of Biosafety Certificate (Research) should be submitted to the ACoBS for approval 2 months prior to the expiration date. Researchers shall notify the ACoBS when projects are completed.

#### **2. Cancellation**

If a research project is to be terminated it is the responsibility of the PI to inform the ACoBS immediately. The approved Biosafety Certificate (Research) will then be cancelled.

#### **3. Changes**

Any modifications to an approved protocol and in particular changes in personnel or facilities as well as any significant modifications to methods or biological materials used must be reported to the Biosafety Officer (BSO). This information will then be forwarded to the ACoBS for further review.

### **SUSPENSION and/or REVOCATION OF APPROVED CERTIFICATES**

The ACoBS reserves the right to suspend and/or revoke approved Biosafety Certificates (Research) should the PI be found engaging in activities not specified in or contrary to the approved protocol. All such activities relating to the research will be suspended as will access to research funds until such further notice.

### **INFORMATION AND ENQUIRIES**

For any difficulties or questions regarding the submission or completion of your application form, please contact: Francis Arnaldo, Biosafety Officer, Department of Occupational Health and Safety at ext. 44745 or email: [farnaldo@yorku.ca](mailto:farnaldo@yorku.ca).