

GUIDELINE FOR THE APPLICATION OF A BIOHAZARDOUS MATERIAL USE CERTIFICATE

The University of Ottawa requires that, before research funds can be released, proof of compliance with biosafety regulations must be provided. This is a requirement regardless of the source of funding. It is for this reason that a Biohazardous Materials Use Certificate (BMUC) must be issued for all research involving the use of biological material. This material is considered potentially hazardous/infectious to humans and includes;

- Viruses, bacteria, fungi, parasites, biological toxins, prions, and other micro-organisms or genetic systems, by virtue of their replicative properties, are potentially harmful to humans, animals, plants and/or the environment.
 - Recombinant DNA, cultured cell lines, tissues and anatomical specimens from human or animal subjects, and blood and other bodily fluids are also potentially infectious, and are therefore considered to be biohazardous materials as well.
1. Non-compliance with current biosafety and biocontainment principles and practices outlined in the Public Health Agency's Laboratory Biosafety Guidelines (3rd ed.) can result in an occupational exposure and subsequent infection when manipulating these materials in the laboratory. Once the certificate is issued, one must ensure that the information is kept current.

To obtain a Biohazardous Materials Use Certificate, one must ensure to complete the following:

2. To allow us to issue a Biohazardous Materials Use Certificate, one must submit a BMUC application (<http://www.uottawa.ca/services/ehss/docs/BMUCApplication-2009.doc>). One must ensure to indicate all biological safety cabinets and/or laminar flow hoods in the application so that we can add this equipment to the annual HEPA filtered equipment certification process.
3. In order to add projects to the certificate, one must complete and submit a Project-specific Information form for each project (<http://www.uottawa.ca/services/ehss/docs/ProjectSpecific-2009.doc>).
4. As for the transfer of biological agents, one must inform us of any restrictions (facility certification, transfer letter, etc.) that could be imposed by an import permit from PHAC and/or CFIA or a Material Transfer Agreement.
5. Before becoming authorized to work with biohazardous material, one must ensure that all personnel complete registration and training:
 1. Submission of a Biohazardous Material User Registration Form (<http://www.uottawa.ca/services/ehss/docs/BMUR-2009.doc>).
 2. Submission of a Practical Training form (<http://www.uottawa.ca/services/ehss/docs/BioPr.Tr-Dec2006.doc>).
 3. Submission of a Biosafety Health Assessment form (optional), (www.uottawa.ca/services/ehss/docs/biosafety-health-assessment-survey.pdf)
 4. Completion of the Biosafety Training (<http://www.uottawa.ca/services/ehss/register.htm>).

For all other amendments please contact Tina Preseau, Biosafety Compliance Specialist, at ext 3153.