SECTION 1 - BACKGROUND

1. INTRODUCTION

Bond University is committed to providing a safe workplace for staff, students and visitors to the campus. Biosafety is one component of the Workplace Health and Safety program within the University. Biosafety is also essential for attracting and maintaining a viable research program, and ensuring eligibility for external funding such as National Health and Medical Research Council (NHMRC) funded research grants.

The Bond Institutional Biosafety Committee (BIBC) is established as described in the Bond University Institutional Biosafety Committee Terms of Reference. Its role is to provide executive oversight of biosafety across all Bond University facilities including research and practical teaching that involves potentially infectious and/or biohazardous agents. The BIBC has been properly constituted under the Gene Technology Act 2000 and Gene Technology Regulations 2001 and in accordance with the Office of the Gene Technology Regulator's Guidelines for the Accreditation of an Organisation.

The BIBC enables Bond University to meet its obligations as a safe and responsible employer with:

- The Queensland Work Health and Safety Act 2011;
- The Office of the Gene Technology regulator as required by the Gene Technology Act 2000 and the Gene Technology Regulations 2001;
- The Australian Quarantine Inspection Service; and
- AS2243.3 Safety In Laboratories: Microbiological Safety and Containment

This Policy applies to all Bond University staff and students, including Honorary or Adjunct staff undertaking research, teaching, consulting or other work in the University’s name.

2. DEFINITIONS

Researcher	Includes higher degree by research (HDR) students
Gene technology	Study involving the manipulation, modification and transfer of genes or segments of deoxyribonucleic acid (DNA) or Ribonucleic acid (RNA).
Genetically modified organism (GMO)	• An organism (plant, animal, bacteria or virus) that has had its genetic material altered either by duplication, insertion or deletion of one or more new genes, or by changing the activities of an existing gene; • An organism that has inherited particular traits from an organism (the initial organism), being traits that occurred in the initial organism because of gene technology; • Anything declared by the Gene Technology (GT) regulations to be a genetically modified organism, or that belongs to a class of things declared by the GT regulations to be genetically modified organisms.
Biohazard	Refers to specimens of human or animal or plant origin and/or potentially infectious material or work practices that can be the source of injury, harm or ill health.
Biological safety	Is a collective term for procedures and practices that are followed to minimise the risk of infection and other health effects from handling or being exposed to biological materials
Imported biological materials	Refers to imported pathogenic or potentially pathogenic biological material as regulated by Department of Agriculture and Water Resources-Biosecurity.
Potentially infectious agents	Refers to agents capable of invading a susceptible host, multiplying in it and causing a disease for e.g. plant and animal pathogens, use of animal blood products, knackery specimens, cadavers and non-food certified abattoir specimens

Pathogenic microorganism	Refers to an organism capable of causing disease in a host e.g. pathogenic microorganisms, namely Risk Groups 2 (ranging from moderate individual to limited community risk to high individual and community risk to High Risk) or higher as per Australian Standard AS 2243.3.
Specimen of human or animal origin	Refers to use of cheek scrapings, tooth scrapings, throat swabs, nasal swabs, blood group testing, measurements of enzymes in body fluids, tears, saliva, urine, blood, other body fluids or material, body parts, cell lines of human origin.

3. BIOSAFETY POLICY

3.1. As Bond University is not accredited by the Office of the Gene Technology Regulator, Bond University researchers will not undertake research into genetically modified organisms other than those dealings which as identifiable under the Gene Technology Act 2000 and the Gene Technology Regulations 2001, as Exempt, or Notifiable Low Risk Dealing (NLRD). All Bond researchers and teachers intending to use GMOs must seek approval from the BIBC prior to undertaking any research involving GMOs.

3.2. Bond University undertakes to ensure that laboratory-based teaching and research work is conducted in accordance with all the relevant requirements of the Work Health and Safety Act 2011 (Qld) and will ensure its researchers and teaching staff comply with relevant Australian Standards governing laboratory safety.

3.3. Bond University teaching and research staff must seek approval from the BIBC and where appropriate the Bond University Human Research Ethics Committee (BUHREC) or equivalent authority prior to undertaking any new Laboratory-based research or teaching activity. Bond University and its staff will comply with the Animal Care and Protection Act 2001 (Qld) and the Australian Code of Practice for the Care and Use of Animals for Scientific

Purposes. Animals used for scientific purposes will be treated in accordance with the relevant Federal and State legislation and regulations.

SECTION 2: INSTITUTIONAL BIOSAFETY COMMITTEE: TERMS OF REFERENCE

The Bond University Institutional Biosafety Committee (BIBC) was established in 2015 to provide executive over-sight of biosafety across all Bond University facilities including research and practical teaching that involves potentially infectious and/or biohazardous agents.

1. Terms of Reference

The BIBC reports to the Bond University Research Committee. Its terms of reference are:

1.1 To assist project supervisors to identify, in accordance with the Gene Technology Act 2000 and the Gene Technology Regulations 2001, proposed dealings involving the use of genetically modified organisms (GMOs) as Exempt, Notifiable Low Risk Dealing (NLRD) or a dealing requiring Office of Gene Technology Regulator (OGTR) licensing. The assessment and review of dealings involving GMOs including:

(i) consideration of the actual and potential risks to the health and safety of people and the environment;

(ii) the competence of the personnel using GMOs and that the people using GMOs have the appropriate experience skills and training to work with GMOs; and that

(iii) there is the appropriate level of containment of the laboratory facilities used in working with GMOs.

1.2 In respect of proposed dealings requiring licensing by the OGTR, to provide its assessment of the dealing on the OGTR license application form and assist with the submission of the application to the OGTR and communicate the outcome back to the project supervisors.

1.3 To inspect and recommend for certification to the Gene Technology Regulator, physical containment facilities before they are used for work involving GMOs.

1.4 To conduct annual inspections of all OGTR certified facilities and oversee the follow up of corrective actions.

1.5 To assess and recommend for approval by the Pro Vice-Chancellor (Research) (PVC(R)) work involving the use of Risk Group 3 agents or higher (as defined in the Australia New Zealand Standards Safety in Laboratories Part 3: Microbiological safety and containment AS/NZS 2243.3) or large volume work with Risk Group 2 agents (>25 Litres in a single vessel), regardless of the genetically modified (GM) status of the agent being used.

1.6 To receive reports of incidents, including spills and unintentional release, involving the use of hazardous biological agents and GMOs, recommend actions for improvement or remediation, and report the incidents to regulatory

authorities as required.

1.7 To assess and recommend for approval (or otherwise) by the PVC(R) protocols and risk assessments for work involving SSBAs in accordance with the National Health Security Act 2007 (NHS Act), the National Health Security Regulations 2008 (NHS Regulations) and the Security Sensitive Biological Agent (SSBA) Standards 2009.

1.8 To provide advice to the Vice Chancellor of Bond University (or delegated officer) in relation to any biological hazard generated in the course of, or relevant to, teaching, research or other activity within Bond University or its affiliated organisations.

1.9 To forward any complaints and allegations of research involving hazardous biological agents and GMOs which may involve deviations from the Bond University Code for the Responsible Conduct of Research to the PVC(R).

1.10 To report to the OGTR in accordance with the obligations and responsibilities under the Act, regulations and guidelines for accreditation of organisations issued by the Regulator.

1.11 To report on a regular basis to the PVC(R) and annually to University Council on its activities and compliance with its terms of reference.

The terms of reference outlined above apply to any and all research and practical teaching within Bond's Institutional facilities that involves potentially infectious and/or bio-hazardous agents (including blood, saliva and tissues) as is indicated by the references to biological agents and hazardous materials identified above.

2. Functions and Responsibilities

The Bond University IBC has been established to provide advice and support for the management of Biosafety within Bond University facilities. The purpose of this IBC is to provide advice and support to researchers and technical staff within Bond University with respect to the regulatory processes surrounding low-risk contained dealings with GMOs that do not require case-by-case consideration by the Regulator. At the time of writing, Bond University does not currently deal with GMOs, as defined in Part 2 Division 2 Section 10(1) of the Gene Technology Act 2000. Additionally, the BIBC, on behalf of Bond University aims to ensure compliance with legislative requirements. The BIBC is required to assess Notifiable Low Risk Dealings (NLRD) and make a Record of Assessment (RoA) (as required by regulation 13B of the Gene Technology Regulations 2001 as amended 1 September 2011).

2.1 Advisory Functions

- To assess all applications for work with GMOs including exempt dealings and notifiable low risk dealings against OGTR guidelines;
- To assess and recommend applications for work with GMOs as licensed

dealings before submission to OGTR for approval;

- To develop policy relating to dealings with biologically hazardous or genetically modified organisms for recommendation to Senior Management Group (SMG) through the Pro Vice- Chancellor (Research) and University Research Committee;
- To advise the Pro Vice-Chancellor (Research) and the Bond University Research Committee on dealings with genetically modified organisms and biosafety materials, including procedural matters;
- To undertake an advisory role to faculty/institute health and safety committees in relation to research and teaching activities involving any substance which poses a risk in the form of a disease transmitted by air, tissue or blood and body fluids from human and animal sources;
- Through the Facilities Management Department stakeholder process, to participate in the decision making processes regarding new or redeveloped physical containment areas and to recommend the certification of OGTR physical containment (PC) facilities to the Gene Technology Regulator;
- To participate in the decision making process to regards to pathogenic waste;
- To refer matters to University Human Research Ethics Committee, University's Animal Ethics Committee, faculty/institute health and safety committees or State and Federal regulators as required or requested.

2.2 Monitoring Functions

- To monitor approved work until its completion, to ensure continued compliance with relevant requirements, and may withdraw approval when necessary;
- To conduct annual inspections of certified physical containment (PC) facilities and practices;
- To monitor annual inspection reports of physical containment facilities, and conducts random reviews as appropriate;
- To monitor the annual report of mechanical ventilation integrity of PC facilities from the Facilities Management Department;
- To monitor reports of adverse events from laboratory, field or other work related to biosafety including risk management practices within Bond University’s institutional facilities;
- To maintain a register of proposed and approved dealings with genetically modified organisms;
- To monitor the availability and uptake of biosafety education programs

It is the responsibility of chief researchers and teaching staff who plan to use potentially hazardous materials including but not limited to GMOs to obtain appropriate biosafety approvals from the BIBC prior to commencement of research or

teaching work with biological materials covered by the act, or other potentially hazardous materials and to ensure that project staff and students are qualified, trained and appropriately supervised. All such work would require notification to the BIBC through an application process.

All personnel working with biological material should be familiar and comply with regulatory authorities' and Bond University's internal requirements in this area. This information is provided at training sessions provided at Bond University as required.

The university recognizes the need to protect staff from potential hazards associated with research on biological organisms or material contained within or derived from such organisms. Responsibility for ensuring that researchers conform to acceptable standards rests with the BIBC.

3 Reporting

Chief Researchers and teachers are required to:

(i) Immediately notify BIBC either through the Ethics Coordinator or the Chair in the event of adverse or unexpected effects impacting on the animal's wellbeing;
(ii) Notify BIBC on completion or discontinuance of a project;
(iii) Allow access to the animal facility and provide information/logs any other time as requested by BIBC. Logs should be maintained to record the management of animals, in accordance with the Gene Technology Act 2000;
(iv) Allow access to the research or teaching laboratory and provide information/logs any other time as requested by BIBC. Laboratory records will be maintained, in accord with Section 2.6 of the Australian Code for the Responsible Conduct of Research;
(v) Report in writing annually to BIBC, following the guidelines set down by BIBC.

BIBC is required to provide an annual written report to the University and to the Department of Science, Information Technology and Innovation as the state biotechnology regulator and other such regulatory bodies as required by law through the Vice-Chancellor.

4 Researcher Non-compliance

Researchers and teachers using animals for scientific purposes have personal responsibility for all matters relating to the welfare of the animals. Anyone found to be operating outside the Code, the Animal Care and Protection Act 2001 and Bond University Regulations and Policies will have their project immediately suspended by BIBC.

Bond University, BIBC, investigators and teachers all have responsibility for compliance with the Australian Code for the Responsible Conduct of Research and Bond University regulations, policies and procedures. Non-compliance could result in fines, possible imprisonment, suspension of all or part of NHMRC funding to Bond University and suspension of registration as a scientific user.

5 Revision

These Terms of Reference will be reviewed as necessary in response to changes in legislation and departmental policy. Responsibility to review the Terms of Reference will rest with the Chair of the Committee, who will Report on a regular basis to the PVC(R) and through the PVC(R) annually to University Senate on its activities and compliance with its terms of reference. The Chair will also be responsible to report to the PVC(R) the nature and impact on Bond University of any changes in legislation and policy.

6 Membership

Membership of the BIBC is constituted to ensure that it has the collective technical scientific expertise to review and assess those applications that are likely be put to it by from Bond University researchers. The BIBC, via the Chair, has authority to seek additional expert advice, whether from internal or external sources, in the consideration of any matter before it.

A minimum of seven (7) core members shall be appointed by the Pro Vice-Chancellor (Research) (PVC(R)). The PVC(R) may appoint additional members, as required. The Chair shall nominate, from amongst the committee, a person to fulfill the duties of Chair in their absence.

Membership shall be based on experience and skills. The BIBC membership shall possesses the collective technical and scientific expertise to assess and advise on the identification and management of risks associated with dealings with GMOs for which the IBC is requested or required to provide assessment and advice. An IBC will be compliant with this condition if it is necessary for it to rely on the advice of an expert (i.e. not a member of the IBC) to address specific, short-term skills deficit in the IBC.

Role		**Description**
Chair	Appointed by PVCR	A Bond University employee with suitable laboratory and biochemistry experience.
WH&S Representative	Appointed by PVCR	A representative from the Workplace Health and Safety Office
Biochemist	Appointed by	A biochemist experienced in working

	PVCR	with Genetically Modified Organisms or products derived therefrom
Molecular Biologist	Appointed by PVCR	A Molecular Biologist experienced in working with Genetically Modified Organisms or products derive therefrom.
Laboratory Engineer	Appointed by PVCR	A person with experience in working with the standards and practices of physical containment laboratories of a level suitable for managing the organisms under consideration.
Ethics Advisor	Appointed by PVCR	A person with experience in the consideration of ethical implications of research
Lay Person	Appointed by PVCR	A person who is not a researcher and who is not associated with Bond University.

Secretary to the BIBC shall be the Research Ethics Manager, Office of Research Services.

7 Term of appointment

Each member will have a three-year appointment with the possibility of re-appointment. Appointments will be staggered, approximately half the members completing their terms at the end of any one year.

A quorum for the committee is 5 members.

8 Governance Structure

The Bond Institutional Biosafety Committee (BIBC) reports to the Bond University Research Committee.
Minutes of the BIBC proceed to Research Committee for endorsement and are to be forwarded concurrently to the Bond University Human Research Ethics Committee (BUHREC) for noting.
See Appendix 1 for Governance Structure diagram.

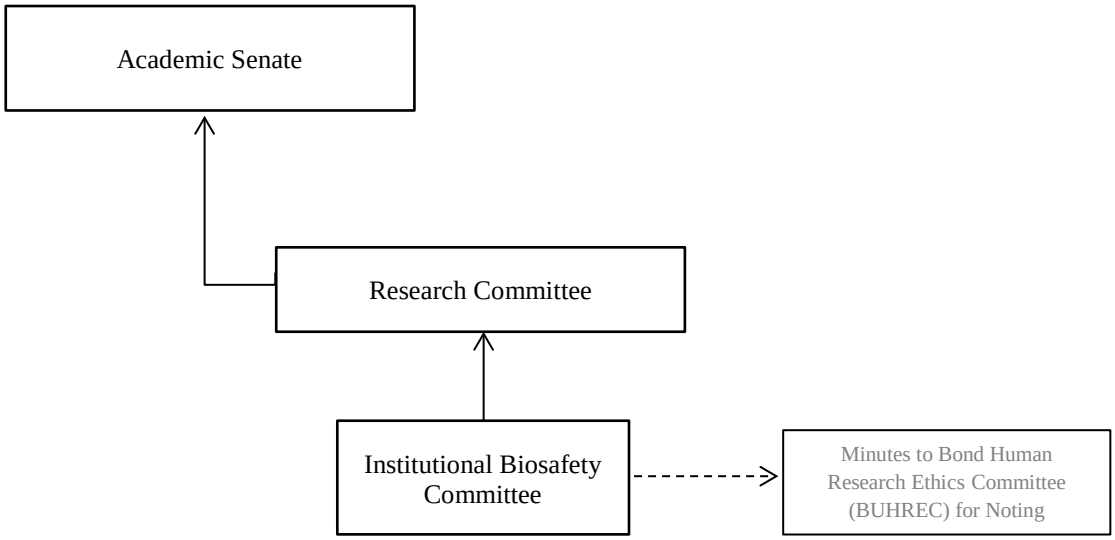
9 Related Procedures

Procedure manual currently in development.

10 Related Policy, Guidelines and Forms

- TLR 5.06 Code of Conduct for Research
- BU Guidelines on Handling Allegations of Research Misconduct
- TLR 8.01 Bond University Research Ethics Policy
- TLR 8.02 Bond University Animal Research Ethics Committee (BARC) Policy (Issue 1)
- The Queensland Work Health and Safety Act
- The Department of Agriculture-Biosecurity (nee AQIS)
- The Office of the Gene Technology regulator
- AS2243.3 Safety In Laboratories: Microbiological Safety and Containment
- Australian Code For The Responsible Conduct Of Research
- Animal Care and Protection Act 2001
- National Health Security Act 2007 (NHS Act)
- National Health Security Regulations 2008 (NHS Regulations)
- Security Sensitive Biological Agent (SSBA) Standards 2009

Appendix 1


Academic Senate
Research Committee
Institutional Biosafety Committee
Minutes to Bond Human Research Ethics Committee (BUHREC) for Noting

SECTION 3: WORKING WITH BIOHAZARDOUS MATERIALS

1. MICROBIOLOGICAL RISK GROUPS

In Australia micro-organisms are classified into risk groups based on the pathogenicity of the agent, the mode of transmission and the availability of treatments and preventative measures.

Risk Group 1 (Low individual and community risk): a microorganism that is unlikely to cause disease in humans or animals.

Risk Group 2 (Moderate individual risk, limited community risk): a pathogen that can cause human, plant or animal disease, but is unlikely to be a serious hazard to laboratory workers, the community, livestock, or the environment; laboratory exposures may cause infection, but effective treatment and preventative measures are available, and risk of spread is limited. Examples include common pathogens E.coli, S.aureus, H. influenza.

Risk Group 3 (high individual risk, limited community risk); a pathogen that usually causes serious human or animal disease and may present a serious hazard to laboratory workers. It could present a risk if spread in the community or the environment, but there are usually effective preventative measures or treatment available. Examples include Anthrax, Yersinia.

Risk Group 4 (High individual and community risk): a pathogen that usually produces life-threatening human or animal disease, represents a serious hazard to laboratory workers and is readily transmissible from one individual to another. Effective treatment and preventative measures are not usually available. Examples include Hendra virus, Ebola.

2. WORKING WITH HUMAN, ANIMAL OR PLANT CELLS, TISSUES OR SPECIMENS

Human, animal or plant cell lines purchased from commercial suppliers are considered to be Risk Group 1 unless otherwise indicated by the supplier.

Human or animal clinical or diagnostic specimens are generally considered Risk Group 2. Samples collected where clinical history or source raises possibility of a higher risk grouping should be risk assessed to determine if work can be conducted safely at Bond University.

Bond University does not have facilities suitable for work with Risk Groups 3 and 4 microorganisms.

Preparation of primary cells from human or animal organs or tissues must be conducted within PC2 containment

3. CONTAINMENT FACILITIES FOR MICROBIOLOGICAL WORK

There are four (4) physical containment levels corresponding to the Risk Groups 1-4.

Physical Containment Level 1 (PC1): Usually appropriate for teaching and general laboratories. Specimens that have been inactivated or fixed may be used on open benches. Suitable for conditions where hazard levels are low and adequate protection is available from good laboratory practices

Physical Containment Level 2 (PC2): Applicable to clinical, diagnostic, teaching and research laboratories where work is conducted using microorganisms (or material likely to contain microorganisms) listed in Risk Group 2. Work may be conducted on open benches using good microbiological techniques. Biological safety cabinets may be required if risk of aerosols is significant.

Physical Containment Level 3 (PC3): All work with Risk Group 3 microorganisms must be conducted in PC3 or higher facilities

Physical Containment Level 4 (PC4): Applicable to highly infectious Risk Group 4 microorganisms that pose a high individual and community risk of life threatening disease.

Bond University does not have PC3 or PC4 facilities.

Bond University facilities are all constructed to PC2 standard. One facility is certified PC1 by the Office of Gene Technology Regulator (OGTR) for the purposes of Notifiable Low Risk Dealings performed in this space.

4. IBC APPROVAL FOR BIOHAZARDOUS OR INFECTIOUS MATERIAL

Work identified as Risk Group 1 does not require IBC approval.

All teaching or research work conducted using Risk Group 2 microorganisms must be approved by the IBC.

All storage of Risk Group 2 microorganisms must be approved by the IBC

IBC approval must be obtained before importation or acquisition of Risk Group 2 microorganisms (unless part of an approved project)

To obtain IBC approval -

SECTION 4: WORKING WITH GENETICALLY MODIFIED ORGANISMS (GMOs)

21. CONTAINMENT FACILITIES FOR GMO WORK

The OGTR has defined four levels or containment for working with GMOs and these correspond to the PC1-4 classification. This assumes similar risk factors are associated with microbiological or GMO work.

Working with GMOs may require certification of containment facilities.

Bond University currently has OGTR certified PC1 facilities suitable for NLRD work. The OGTR require the facility carry OGTR certification signage and that annual inspections be conducted.

Personnel using OGTR certified facilities must be trained in the requirements of that facility. Training must be documented and records retained.

OGTR Guidelines

http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/Content/guidelines-1

22. WORKING WITH GMOs

All work with GMOs comes under OGTR control as set out in the Queensland Gene Technology Act (2001) and Gene Technology Regulations (2011).

All work involving GMOs must be approved by the IBC and may require licencing by the OGTR

Definition: Gene Technology

Gene Technology is any technique used for the modification of genes or other genetic material.

Techniques NOT classed as gene technology by the OGTR include –

Table 1: Techniques NOT classified as Gene Technology by the OGTR

Item	Description of technique	Conditions
1	Somatic cell nuclear transfer	IF: the transfer does not involve genetically modified material
2	Electromagnetic radiation induced mutagenesis	-
3	Particle radiation induced mutagenesis	-
4	Chemical induced mutagenesis	-
5	Fusion of animal cells, or human cells	IF: the fused cells are unable to form a viable whole animal or human
6	Protoplast fusion, including fusion of plant protoplasts	-
7	Embryo rescue	-
8	In vitro fertilisation	-
9	Zygote implantation	-
10	A natural process Examples of natural processes include conjugation, transduction, transformation and transposon mutagenesis	IF: the process does not involve genetically modified material

Table 2: Organisms not classified by the OGTR as GMOs

Item	Description of organism	Conditions
1	A mutant organism in which the mutational event did not involve the introduction of any foreign nucleic acid (that is, non-homologous DNA, usually from another species)	-
2	A whole animal, or a human being, modified by the introduction of naked recombinant nucleic acid (such as a DNA vaccine) into its somatic cells	IF: the introduced nucleic acid is incapable of giving rise to infectious agents
3	Naked plasmid DNA that is incapable of giving rise to infectious agents when introduced into a host cell	-
6	An organism that results from an exchange of DNA	IF: the donor species is also the host species AND

		the vector DNA does not contain any heterologous DNA
7	An organism that results from an exchange of DNA between the donor species and the host species	IF: such exchange can occur by naturally occurring processes AND the donor species and the host species are micro-organisms that satisfy the criteria in AS/NZS 2243.3:2010 (Safety in laboratories, Part 3) for classification as Risk Group 1 AND are known to exchange nucleic acid by a natural physiological process AND the vector used in the exchange does not contain heterologous DNA from any organism other than an organism that is involved in the exchange

Definition: What is Dealing?

A Dealing includes any of the activities listed in Table 3

The term 'dealings', in relation to a genetically modified organism (GMO) is defined in the Gene Technology Act 2000 (the Act).
'Deal with', in relation to a GMO, means the following:
conduct experiments with the GMO
make, develop, produce or manufacture the GMO
breed the GMO
propagate the GMO
use the GMO in the course of manufacture of a thing that is not the GMO
grow, raise or culture the GMO
import the GMO
transport the GMO

dispose of the GMO

Definition: Exempt Dealings

Exempt Dealings are classified as Dealings under the Act but do not require a specific licence. The OGTR does specify which host/vector systems may be used for Exempt Dealings. The Host is the type of cell into which donor nucleic acid is introduced. The Vector System is the means by which the donor material is introduced and may include plasmids, bacteriophages or viruses.

Exempt Dealings must be approved by the IBC but do not require reporting to the OGTR.

Definition: Notifiable Low Risk Dealing (NLRD)

NLRDs are classified as Dealings under the Act but do not require specific licencing.

NLRDs must be approved by the IBC and do need to be reported to the OGTR by the organisation.

NLRDs can only be undertaken in OGTR certified facilities.

Definition: Dealings that are NOT Notifiable Low Risk Dealings

A Dealing that is NOT an NLRD can only be undertaken by a person licenced under the Act.

Approval from the IBC must be obtained before an application to the OGTR for licencing can proceed.

Dealings with Viral Vectors

Can be classified into Exempt, NLRD and Dealings Not Involving Intentional Release (DNIR). Guidance should be sort from the IBC and OGTR before proceeding with this type of work.

New and Emerging Technologies

Some New and Emerging Technologies are not covered by the Gene Technology Act (2001). The IBC must be notified and approval obtained for all work proposed using technologies not specifically mentioned in the Act.

23. GMO LICENCES

A GMO licence is a legal instrument issued by the Gene Technology Regulator under the Act that specifies conditions under which dealing with GMOs must be undertaken. Licencing is required for DNIR, Dealings involving Intentional Release (DIR) or Inadvertent Dealings.

Persons conducting work with GMOs without a necessary licence is guilty of an offence

24. IBC APPROVAL FOR GM WORK

IBC approval must be obtained for

- All procedures involving GMOs
- Storage of all GMOs (unless part of an approved Dealing)

The IBC must be notified of

- all acquisitions or importations of GMOs (unless part of an approved Dealing)

Link to form

Failure to comply with appropriate Physical Containment procedures and/or licencing conditions will result in revocation of the approval granted by the IBC and may result in revocation of licencing issued by the OGTR.

SECTION 5: ASSOCIATED ACTIVITIES

1. IMPORTATION OF BIOLOGICAL MATERIALS

Occasionally researchers may seek to purchase material from outside Australia that requires an Import Permit.

Import Permits are issued by the Federal Department of Agriculture, Fisheries and Forestry (DAFF). DAFF has quite strict regulations regarding the use of imported biological materials and will conduct a risk assessment of all permit applications. Applications for permits can be obtained from the DAFF website at http://www.agriculture.gov.au/import/online-services/bicon

The IBC must be notified of all materials imported via Import Permit or materials brought into Bond University that fall within the scope of this manual.

Materials brought from other Institutions may require a Material Transfer Agreement (MTA).

2. TRAINING IN BIOSAFETY

Induction and training of staff, contractors or visitors in working with GMOs or Biohazards is the responsibility of the “Responsible Person” for that facility

Records of Biosafety Training and Inductions must be retained. The records must be retained by the “Responsible Person” for the facility where the work is conducted. Copies should also be retained by the HSM Laboratory Manager.

Immunisations

Where laboratory personnel are working with infectious or potentially infectious microorganisms immunisation may be recommended (especially if pregnant, considering pregnancy, immune-compromised or immune-suppressed).

Appendix 2 shows an extract of the NHMRC Immunisation Handbook showing recommended vaccinations for persons at increased risk of certain occupationally acquired vaccine-preventable diseases.

3. AUDITING OF BIOHAZARD FACILITIES

The IBC will perform an arranged audit of OGTR certified facilities on an annual basis.

The IBC (or delegate) will meet with Project Supervisors at least annually to conduct a progress interview of all current NLRDs, DNIRs and DIRs.

The IBC may also conduct random inspections/audits of facilities and procedures.

The IBC may investigate occurrences such as a spill or unintentional release of microorganisms or GMOs

The IBC will undertake investigations if there is a breach of the OGTR legislation.

4. REPORTING

Reporting to the OGTR

The IBC has responsibility for reporting –

- IBC membership
- Details of current NLRD, DNIR or DIR projects
- Annual report as an accredited organisation

Reporting to Bond University

The IBC will report to the PVC Research

- Activities of the IBC by annual report
- Copy of annual report submitted to the OGTR

5. CLEANING AND WASTE DISPOSAL

Sharps: are collected in puncture proof containers and disposed of via the Clinical Waste stream

Infectious waste: includes biological sample, gloves, pipette tips etc. Must be disposed of via the Clinical Waste stream

Microbiological waste: waste containing live organisms (Risk Group 2) must be steam sterilised or treated with chemical disinfectants eg bleach. After treatment the waste can be disposed of via the Clinical Waste stream

GMO waste: includes contaminated culture bottles, used gloves or tissue samples. Waste must be double bagged and disposed of via the Clinical Waste stream.

6. STORAGE OF BIOHAZARDOUS MATERIALS AND GMOs

Microbiological Materials

Risk Groups 1 and 2: Samples must be stored in leak proof primary containers within a second containment system. Both primary and secondary containers must be clearly and fully labelled. Agar plates and cultures must be sealed using laboratory film. All microbiological samples should be stored in approved locations.

GMO materials (Exempt and NLRD)

Only approved samples or materials may be stored within Bond facilities.

All GMOs must be stored in leak-proof primary containers held within a secondary containment. Materials must be clearly labelled. Details should include description of contents, contact details for responsible person, date of storage and should include a biohazard symbol sticker.

All GMOs must be stored in a secure area that prevents access by non-authorised persons.

7. TRANSPORT OF BIOHAZARDOUS MATERIALS AND GMOs

Within facility: No special conditions are required for transporting materials within the walls that define the physical containment.

Within the building: Care should be exercised when moving materials between HSM laboratories and floors using stairs or lifts. Pathogenic organisms, GMOs or biological materials should be double packed ie primary container in secondary containers.

Between organisations or buildings: materials should be packed as for diagnostic specimens ie primary containment inside secondary containment. Consult laboratory staff for assistance if required. Couriers will require materials to be packed to IATA650 standard same as Pathology samples.

8. BIOHAZARD EMERGENCY PLAN

Containment failure

In the event of a failure to contain biohazardous material or GMOs within a room or facility:

- Immediately notify the Project Supervisor
- Immediately notify the Chair of the IBC
- Immediately notify the person responsible for the facility
- Immediately notify Bond Security advising them of the nature of the incident and how they may need to respond eg lockdown of building
- Complete an Incident Form within 12 hours of the event

First Aid

In case of accidental personal contamination/exposure to any Risk Group 2 biohazardous material or GMO:

• Immediately notify the Project Supervisor.

• Immediately notify the Chair or other member of the IBC.

• Immediately notify the nominated Responsible Person for the facility.

• Seek medical help if required.

• Complete an Incident Report form within 12 hours

Biohazard Spills

1. Inside Biological Safety cabinet

    - Leave the cabinet ON to retain aerosols. Put on gloves.
    - Wet inert absorbent material with disinfectant
    - Avoid creating aerosols by slowly placing absorbent material wetted with disinfectant over the spill and leave for about 10 minutes.
    - Remove the absorbent material and dispose of in correct manner
    - Wipe the floor of the cabinet and any other contaminated surfaces with disinfectant

2. Within facility: Risk Group 1or2 and NLRDs

    - Put on gloves.
    - Wet inert absorbent material with disinfectant
    - Avoid creating aerosols by slowly placing absorbent material wetted with disinfectant over the spill and leave for about 10 minutes.
    - After about 10 minutes, collect material and dispose of in the correct manner.
    - Wipe the area with fresh disinfectant.

3. GMO spills
    - Do not breathe the aerosol!

- Evacuate the area and close the doors for at least 30 minutes
- Advise others working in the area, including the nominated responsible person for the facility
- Remove and dispose of contaminated clothing
- Assemble several personnel to clean up spill
- Put on clean protective apparel, including mask and gloves
- Wet inert absorbent material with disinfectant
- Avoid creating aerosols by slowly placing absorbent material wetted with disinfectant over the spill and leave for 10 minutes
- Dispose of all contaminated material (Section 28 of the Biosafety Manual)
- Wipe over area with fresh disinfectant
- Discard protective apparel and gloves
- Dispose of all material as per contaminated waste procedures

9. REVIEW OF BIO-SAFETY MANUAL

This manual shall be reviewed annually by the IBC