

Dear new Faculty Member:

Welcome to SFU!

To carry out your research at SFU, you may need a permit if you plan to use animals, biohazardous materials (including cell lines and human body fluids) or radiation (both ionizing and non-ionizing radiation). SFU researchers are required to be in compliance with all applicable federal, provincial and municipal guidelines and regulations. Committees are in place at SFU that will assist you in obtaining the appropriate permits to conduct your research. If you are unsure as to whether you will need a permit, we will be happy to discuss this with you.

Please see the attached summary listing

PERMITS REQUIRED FOR CONDUCTING RESEARCH

Principal Investigators (Faculty members) are responsible for obtaining permits and for ensuring that guidelines are followed by all personnel including graduate and undergraduate students and research staff

- o Working with Animals: [SFU policy R20.03](#))

[Animals: non-human, living vertebrates, cephalopods and invertebrates with well developed nervous systems]

SFU researchers that use animals or any tissue/cell derived from a live animal in their research, at SFU or any jurisdiction worldwide, must obtain a permit from the SFU University Animal Care Committee (UACC) before starting research. Research that involves invertebrates may not require a permit: a waiver can be obtained from the UACC Chair. The UACC comprises 12 people including SFU researchers, a veterinarian, and community members, all of whom read and assess applications. Normally, research funds are not released from the Office of Research Services (ORS) without animal care permit approval by the UACC. New faculty who wish to use animals in research should meet with the Director of Animal Care Services (ACS), UACC Chair, or UACC coordinator to discuss the application process, and to answer any questions, at least 3 months before research activities are scheduled to begin. Only a Principal Investigator (faculty member) may apply for an Animal Care permit. All animal users, including PIs and trainees, must take the online Animal Care course through ACS. More information, addresses, forms, and contact information may be obtained at <http://www.sfu.ca/vpresearch/acs/>.

- o Working with Biohazards: [SFU policy R 20.02](#))

[Biohazards: include known pathogens and infectious agents including bacteria and their plasmids and phages, viruses, fungi, mycoplasmas, and parasites; cell lines, animal remains, and laboratory animals (including insects) which might harbour such infectious agents, body fluids from humans or other primates, and plant materials. Also included are nucleic acids used in procedures such as recombinant DNA and genetic manipulations]

The Environmental Health and Safety Department (EHS), in conjunction with the SFU Biosafety Committee, provide oversight of the University Biosafety Program, and monitor all activities related to the use of biohazardous materials at SFU. Researchers intending to work with biohazards must apply for a biosafety permit application at least 2 months before work with these materials commences. For research permits, only a Principal Investigator (faculty member) may apply for a biosafety permit. Laboratory instructors/faculty members can apply for teaching permits when biohazards are used in teaching labs. The electronic permit

application is reviewed and approved by EHS and the Biosafety Committee. The Office of Research Services will not release grant money until a valid permit is on file.

New faculty using biohazardous materials are required to take the online Biosafety Training Module prior to being issued a valid biosafety permit. All users of biohazardous materials must take the Biosafety Training provided by EHS. Faculty members are responsible for ensuring that all researchers and staff using biohazardous materials under their permit complete Biosafety Training and are trained in their laboratory-specific safe work procedures. For more information, you may contact the SFU Biological Safety Officer at 778-782-6740, and see the SFU Biosafety Policy and Program webpage [here](#)

- o Working with Radiation: (SFU policy [R.20.04](#))

[Radiation: radiological materials, X-ray generating equipment, lasers, UV light and electromagnetic radiation]

EHS, in conjunction with the University Radiation Safety Committee (URSC) oversees all activities on campus relating to the

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