



International Federation of
Biosafety Associations

IFBA Sample Policy and Procedures

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Biosecurity & Pathogen Accountability Policies and Procedures

Title: Biosecurity & Pathogen Accountability Policies and Procedures	Approved by:
Version No: 1.0	Approved on:
Effective:	Supersedes:

1.0 PURPOSE & SCOPE

This purpose of this Standard Operating Procedure (SOP) is to describe the biosecurity procedures to prevent theft, misuse, or intentional release of infectious materials from the *Laboratory ABC*.

2.0 REFERENCES

Laboratory ABC Biosafety Manual Section 6.1

WHO Biorisk Management: Laboratory Biosecurity Guidance Document

http://www.who.int/csr/resources/publications/biosafety/WHO_CDS_EPR_2006_6/en/

3.0 RESPONSIBILITY

It is the responsibility of the Laboratory Supervisor to ensure a biosecurity plan is in place to prevent the theft, misuse, or intentional release of biological agents from the laboratory.

It is the responsibility of the Biosafety Officer to provide training and guidance on proper biosecurity procedures, and to ensure that an up-to-date inventory of biological agents is maintained.

It is the responsibility of all employees to maintain accountability and responsibility for the security of the laboratory and biological agents at all times.

4.0 Glossary of TERMS and DEFINITIONS

“Biosecurity”: measures to prevent the theft, misuse, or intentional release of a biological agent from the laboratory.

5.0 PROCEDURES

5.1 Introduction

Infectious materials have a dual-use potential. They can be used in research for the advancement of science, but can also be misused to pose a threat to public health and safety, agriculture, or the environment. The potential for dual-use of the agents and the biosecurity risks of agents handled at the laboratory are continually reassessed based on their pathogenicity, their existence in the environment, consequence of release, risk of weaponization, and level of threat (i.e. individuals with motive and opportunities to cause harm). *Laboratory ABC* has developed a detailed biosecurity plan to prevent theft, misuse, or intentional release of infectious materials from the laboratory. Key features of the plan include restricting access to the laboratory, maintaining an inventory of infectious materials, emergency procedures for biosecurity incidents, controlling and protecting sensitive information, and ensuring employees are properly trained in these biosecurity measures.

5.2 Physical Security

For biosecurity reasons, signage on the outer entry door of the laboratory does not indicate the nature of the biological agents that are stored within the laboratory. Instead, appropriate signage bearing the biohazard symbol and emergency contact information is posted on the door. Doors to the laboratory are locked using a set of keys, the distribution of which is controlled by the Laboratory Supervisor.

5.3 Restricted Access

The effectiveness of a biosecurity program ultimately depends on the integrity of the individuals who have access to infectious materials. Employees are carefully screened through a pre-employment screening process to ensure they have the appropriate personal suitability, reliability, and competency to undertake the work at the laboratory. Laboratory doors are kept locked and only trained employees authorized by the Laboratory Supervisor are allowed to enter the laboratory and work with infectious materials. The distribution of keys to the laboratory is controlled by *Laboratory ABC* management, and must be returned when employees no longer work at said laboratory. All employees and visitors must have and visibly display an ID badge to provide a method of identification for authorized access into the laboratory.

5.4 Accountability of Biological Agents

Laboratory ABC's stocks of infectious materials are stored securely within the laboratory that is kept locked when unoccupied. An up-to-date inventory of infectious materials is maintained by the Laboratory Supervisor at all times using the Biological Agent Inventory Form (*See Appendix A*). The inventory includes the name and description of the biological agent, the date of receipt and/or generation of the material, and storage location. All biological agents transferred into and out of the laboratory must also be documented using the form. Transfers of biological agents out of the laboratory must also be tracked to ensure their secure arrival at the destination laboratory. The inventory of infectious materials is considered as "sensitive" information and is protected (hard copies are kept in a locked filing cabinet, electronic copies are protected with a password).

All new diagnostic activities must be reviewed and approved by the Laboratory Supervisor before any new biological agents can be brought into the laboratory, and before any laboratory activities commence. In collaboration with the Biosafety Officer, the Laboratory Supervisor will conduct a threat and risk assessment and advise on any unique biosafety

and biosecurity procedures that may be necessary. Additional training may also be required in order to conduct the new activities in a safe and secure manner.

5.5 Biosecurity Incidents

All biosecurity incidents, including discrepancies in inventories, loss of keys, suspicious activity, and unauthorized individuals in the laboratory must be reported to the Biosafety Officer and/or Laboratory Supervisor as soon as possible. Once reported, *Laboratory ABC* management will take immediate action which may include replacing locks and/or suspending activity with infectious materials. Involvement of local law enforcement may also be required, depending on the nature of the incident.

Authorized employees are encouraged to be vigilant regarding the presence of unauthorized or suspicious persons within or within the vicinity of the laboratory. Since only a few individuals will have authorized access to the laboratory, identification of unauthorized persons is simplified. Individuals who are unknown, unexpected, or unwelcome are considered unauthorized and will be asked to leave the facility. In addition, any suspicious activity displayed by persons working with biological agents will be reported to the Biosafety Officer or Laboratory Supervisor.

APPENDIX A – Biological Agent Inventory Form

Biological Agent Name:	Strain:	Date of Receipt <i>(dd/mm/yr)</i> :
Risk Group:	Origin:	
Storage Conditions:		
Import Permits:		
Notes:		

Date <i>(dd/mm/yr)</i> :	Process & Notes <i>(# vials in or out, lyophilized, storage location, labelled as, etc.)</i> :	Signature: