

## Biosafety Policy

Revised March 4, 2009

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The London Regional Flow Cytometry Facility (LR-FCF) is a multi-user facility where many different samples from varied cell sources are investigated. These samples may contain known or unknown human pathogens. The safety of our flow cytometry facility staff and users is of utmost concern. Information about the sample sources and potentially infectious agents is critical for effective biosafety measures.

In an effort to ensure adequate biosafety procedures are followed within the LR-FCF, the following policy has been in effect since June 1, 2004. This policy has recently been revised and is currently being reviewed by the UWO Biosafety Committee and Biohazards Sub-Committee to ensure compliance with UWO Biosafety guidelines.

**Each principal investigator will be responsible for supplying the LR-FCF with a completed Biosafety Information Form for each sample type to be analysed or sorted in the facility, BEFORE beginning experiments.** Any cell type that has been transformed, transfected, transduced or infected will require completion of a separate Biosafety Information Form from the parental cell type. It is the principal investigator's responsibility to ensure that any such samples be listed on an approved University of Western Ontario Biohazardous Agents Registry Form (BARF). Samples not listed on an approved BARF will not be assigned a LR-FCF Biosafety Identifier, and will not be permitted to enter the facility.

Upon receipt, complete Biosafety Information Forms will be reviewed by the LR-FCF, and will be forwarded to the UWO Biohazards Sub-Committee if further risk assessment is deemed necessary. Upon approval, each sample type will be given a Biosafety Identifier specific to a particular lab (i.e. GD1, QM2). This designator **MUST** be included on all FACSCalibur appointments (scheduled at <http://flowcal.robarts.ca>), and on all request for sorting forms. Failure to include this information will result in cancellation of appointment(s), and may jeopardize future use of the facility.

This policy will allow the facility to track the biosafety level of samples run in the lab as well as to maintain a record in the event of a facility audit by Federal or Provincial regulatory authorities. The information provided is the ultimate responsibility of the Principal Investigator. Please ensure that records are accurate and up to date.

Specific questions regarding this policy should be directed to Dr. Kristin Chadwick (LR-FCF Manager) or Dr. Gregory A. Dekaban, Ph.D. (LR-FCF Director). If necessary these issues will be taken to the UWO Biohazards Sub-Committee.

An electronic copy of the Biosafety Information Sheet can be obtained from the LR-FCF by sending an email to [flow@robarts.ca](mailto:flow@robarts.ca). This form must be completed electronically in Microsoft Word. It is the principal investigator's responsibility to confirm the completeness and accuracy of each form, and to return completed forms to the LR-FCF via email: [flow@robarts.ca](mailto:flow@robarts.ca).

Thank you very much,

Kristin Chadwick, Ph.D.  
Manager, London Regional Flow Cytometry Facility