

STATEMENT of POLICY and PROCEDURE

Manual:	Operations	SPP No.	OP 1.03
Section:		Issued:	Mar 11 2011
Subject:	Access to Facilities for Research & Education	Effective:	Mar 2011
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	NEW
Issued by:	Director of Research Operations	Approved:	Mar 2011

1 POLICY

1.01 Ensuring that appropriate permission and access to facilities are granted to individuals is a key element of oversight for Research Operations. Review of access will also ensure that appropriate training plans, approvals, and finances are in place prior to work commencing.

2 PURPOSE

2.01 This Statement of Policy and Procedure specifies the guiding principles for the process and requirement for inquiry and granting of access to facilities for TBRII employees and/or governed space.

3 SCOPE

3.01 This policy applies to TBRII Scientists, Junior Scientists, Clinician-Scientists, and their associated staff. It also applies to external individuals and Clinical Researchers requesting access to TBRII dedicated space and facilities.

4 RESPONSIBILITY

4.01 The Director of Research Operations is responsible for vetting requests, with consultation of Clinical areas, and RESCUE as appropriate.

4.02 It is the responsibility of the PI making the request to ensure all research approvals (ACC, biosafety, radiation safety etc.) are obtained prior to a request submission to the DRO.

5 DEFINITIONS

5.01 "RESCUE"-- TBRII-TBRHSC "RESCUE" Research, Education, and Shared Clinical Use Equipment – standing committee

5.02 Restricted space – Clinical Space, 3T MRI Magnet Room, PET-CT, Munro St. Cleanroom, Machine Shop, Labs (or other similar areas where access is generally considered as restricted to approved personnel)

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5.03 Designated Individual – shall be those that have control and care of the area which involves a restricted space.


6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

See legal submission requirements for: animal research, human research, biohazard research, and radioactive research.

7 PROCEDURES

7.01 Teaching or Research Access

- a) Access to TBRI and/or TBRHSC space for teaching or research requires that a Request for Access Form (see attached) be completed. The completed form is to be submitted to the Director of Research Operations, for approval.
- Should the request be for grant funded research, a copy of the grant submission, approval, and budget is required with the form.
 - Should the request be for access to clinical TBHRSC facilities, or to facilities that are currently used for both clinical and research, the request will be reviewed with the TBHRSC Clinical Director for the area for approval and then forwarded to “RESCUE”.
 - Should the request include research on animals, an approval or pending submission to the ACC is required.
 - Should the request include research on humans, an approval or pending approval from the TBRHSC REB is required.
 - Should the request include research involving a Biohazardous or Radioactive substance, approval by the appropriate committee is to be included with the request.
 - Should the request be for contract research, a copy of the approved contract, as signed by the Chief Operating Officer, TBRI is required
- b) Training requirements for TBRI facilities and Designated Individuals are outlined in the JH01 Training Requirements Policy.
- c) For TBRHSC Restricted Space, the Designated Individual is outlined by the Department in question, and will be identified by TBHRSC Clinical Director.
- d) Following approval, the requesting individual is to contact the Designated

			
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- Individual for the area in question to arrange scheduling, training, etc. as required.
- e) The PI is responsible to provide adequate supervision and direction to their research group and for ensuring that s/he and the research group follow all the policies and procedures for the facility in question.
 - f) The PI is responsible for any costs associated with the operation of the equipment or facility, as well as damages and repairs, and must purchase and dispose of their own consumables.
 - g) PIs external to TBRI must have an agreement in place with TBRI and/or TBRHSC to address the point of insurance, damages, and liability.
 - h) PIs external to TBRI, along with visitors, external students, etc. will be required to sign a personal waiver of liability with TBRI.

Notes:

Minors

Minors (under 18) working for or with TBRI and/or participating in research or educational training are to provide a waiver of liability countersigned by a parent or guardian over the age of 25. This form is available from the TBRI HR Officer.

TBRI-TBRHSC "RESCUE" Research, Education, and Shared Clinical Use Equipment

Equipment which is known to be of shared research and clinical use, (e.g. PET-CT, 3T MRI, other Diagnostic equipment), requires that a request for access to facilities for research be submitted to and reviewed by the "RESCUE" TBRHSC/TBRI Standing Committee as well as approved by the affected clinical department's Director. Validation of the research per se is at the privity of the TBRI Scientific Director, VP Research or designate. RESCUE serves to review the scheduling, logistics, and costs of the request.

8 ATTACHMENTS

Facilities Access Approval Form