

## BIOSAFETY MANUAL



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| <div>Document no.:<br/>RTPC2/SOP1</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | <div>Edition/Revision : 1/0</div>                                                   |
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| <div>Signage and Labelling of the Facility</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | <div>Effective Date: March 2013</div> <div>Date of Revision: NA</div>               |
| <div>Prepared by:<br/>Sarah Ibrahim &amp; Muhammad Faros Jaafar<br/>(SOP Committee)</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | <div>Reviewed and approved by:<br/>Dr Goh Hoe Han<br/>(Head of SOP Committee)</div> |
| <div><b><u>Purpose of procedure</u></b></div> <div>This procedure has been developed as a regulation for signage and labelling of the RTPC2 facility</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                     |
| <div><b><u>Scope</u></b></div> <div>This procedure only applied to RTPC2 facility under the management of Institute of Systems Biology, Universiti Kebangsaan Malaysia</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                     |
| <div><b><u>Responsibilities</u></b></div> <div>The RTPC2 manager to ensure the facility is labelled and signs are displayed prominently and in good condition</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                     |
| <div><b><u>Steps</u></b></div> <ol style="list-style-type: none"> <li>1. A biological hazard symbol shall be prominently displayed and in good condition at the entrance of the anteroom door. Additional signs detailing restricted access may be displayed</li> <li>2. A Physical Containment Level 2 (PCL2) sign on the outside of the facility door(s) or the anteroom door(s) shall be prominently displayed and in good condition</li> <li>3. A Laboratory Safety Information card must be completed and posted at the entryway to all laboratories to provide information on the materials handled inside the laboratory as well as the name and phone numbers of the facility manager or other responsible person</li> <li>4. Inside the facility, warning labels shall be affixed to waste containers and autoclave machine. Bottles with chemicals and other equipment in use should be temporarily labelled with appropriate labels accordingly</li> <li>5. All sterile and non-sterile loads must be differentiated usually by labelling with autoclave tape</li> <li>6. All GM plant(s) and non-GM plant(s) need to be labelled differently to avoid the mix up of the plant materials</li> <li>7. Warning labels shall also be affixed to other containers used to store and transport waste or GM plant(s)</li> <li>8. Contaminated and potentially contaminated equipment sent out for repair or disposal must be decontaminated as thoroughly as possible. Affix a tag to the equipment indicating when the equipment was decontaminated, what disinfectant was used, and the name of the person who performed the decontamination. The label must indicate what portions of the equipment remain contaminated and include the biohazard symbol as well as the legend "Biohazard"</li> </ol> |  |                                                                                     |
| <div><b><u>Training required</u></b></div> <div>Training on proper labelling of all materials by facility manager</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                     |

**Location**

**PC2 – CERTIFIED GREENHOUSE**  
**FLOOR PLAN LAYOUT**

