

BIOSAFETY MANUAL



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		<div>1 of 2</div>
<div>Maintenance and Monitoring</div>		<div>Effective Date: March 2013</div> <div>Date of Revision: NA</div>
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<div><u>Purpose of procedure</u></div> <div>This procedure has been developed to ensure the maintenance and monitoring process are conducted accordingly</div>		
<div><u>Scope</u></div> <div>This procedure is applicable to all authorised users, maintenance personnel/contractors/janitors of the greenhouse</div>		
<div><u>Responsibilities</u></div> <div>The facility manager to ensure authorised users, maintenance personnel/contractors/janitors are trained</div>		
<div><u>Steps</u></div> <div><u>Maintenance</u></div> <div>1. Inspect the RTPC2 equipment and facilities:</div> <div>Daily:</div> <div> <ul style="list-style-type: none"> a. Ensure the monitoring system are operated according to research requirement b. Ensure the mechanical and electrical component/devices are well-functioning (motorized thermal screen, cooling system, humidification system & irrigation systems) c. Wipe over the door handles and sink taps with disinfectant (refer SOP 16) d. Decontaminate benches and equipment the end of each working session with disinfectant </div> <div>Weekly:</div> <div> <ul style="list-style-type: none"> a. Ensure that containment building is in good condition at all times b. Clean and decontaminate floor with antiseptic detergent (refer SOP 16) c. Wipe over the sink with diluted disinfectant (refer SOP 16) d. Perform safety audit on emergency shower and eye-wash, fire extinguisher, first aid kit and PPE e. Pest control management is perform accordingly by appointed contractor f. Ensure the RTPC2 user list is updated </div> <div>Monthly:</div> <div> <ul style="list-style-type: none"> a. Mechanical and electrical physical component/devices – motorized thermal screen, cooling system, humidification system & irrigation systems b. Supplies and tools – pots, trays, scoops, soil mixes c. Ensure signs and labels are in good condition d. Ensure mesh (air-condition and ventilation fan) is clean </div>		

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Annually:

- a. Environment control system performance - monitoring system, motorized thermal screen, cooling system, humidification system & irrigation systems sterilization system
 - b. Autoclave – conduct a preventive maintenance and certification by DOSH Malaysia
2. Report any defected/damaged equipment/facility to facility manager immediately
 3. Shutdown defected/damaged equipment/facility
 4. Tag all machinery under maintenance or adjustment prior to servicing
 5. Decontaminate equipment before sent for repair or maintenance
 6. Ensure the repair work for defected/damaged equipment/facility is done as soon as possible
 7. Record all maintenance activities in maintenance log data sheet
 8. Keep all maintenance and testing record in dedicated file

Monitoring

1. Inspect the RTPC2 facility using inspection checklists for monitoring routine (Appendix 5.10)
2. Update access systems to keep track of the user, visitor, maintenance staff and janitorial staff
3. Monitor health and safety of all users and the environment regularly
4. Sterilizer equipment monitoring – verify autoclave effectiveness (refer-SOP9)
5. Ensure the door hinges and latches, lock, door closer and rubber strip are well-functioning and in a good condition
6. Ensure all items that show signs of wear/tear/break are monitored regularly
7. Ensure the lighting are uniform at the study sites in the greenhouse (to provide nearly uniform plant growth) *

Note:

- All maintenance personnel/contractors/suppliers will be escorted by facility manager
- The integrity of the containment facility is susceptible to equipment malfunctions, acts of nature, such as fire, flood, and storm damage, and human error
- *Supplemental lights are commonly added to research greenhouses to aid plant growth and for task lighting

Training required

1. Laboratory induction (including the laboratory safety manual)
2. Emergency response plans
3. Correct use of personal protective equipment and tools

Location

RTPC2 facility