

BIOSAFETY MANUAL



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		1 of 2
Record Keeping and Document Management		Effective Date: March 2013 Date of Revision: NA
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<u>Purpose of procedure</u> This procedure has been developed as a regulation to laboratory managers, supervisors, staff and users to have good record keeping processes in place to capture, manage and provide access to its records		
<u>Scope</u> This procedure only applied to PC2-Certified Greenhouse under the management of INBIOSIS		
<u>Responsibilities</u> The facility manager to ensure full traceability of files/ records is maintained and documented		
<u>Steps</u> <ol style="list-style-type: none">1. All Project Records, Maintenance Record, Visitation Form, Application form, Risk Assessment and Risk Management form, Incident Notification form and Transportation of GM Plant(s) from the PC2 Plant Facility Form must be controlled to ensure we work in a coordinated manner2. The following will appear on all controlled documentation:<ol style="list-style-type: none">i. Titleii. Document Control Numberiii. Revision numberiv. Revision Datev. Effective Datevi. Corresponding Linkagesvii. Page Numbering3. The location of each controlled documents will be noted in the appropriate document control matrix in the office4. Controlled documentation required to be in an electronic format. The pdf document electronic location will be listed in the appropriate document control matrix along with the designation5. A record shall be kept of experiments currently in progress in the greenhouse facility6. A record shall be kept of experimental plants that are brought into or removed from the greenhouse facility7. Users shall report any greenhouse accident involving the inadvertent release or spill of GM Plant(s) to the Facility manager, Institutional Biosafety Committee and other appropriate authorities immediately (if applicable). Documentation of any such accident shall be prepared and maintained8. List of documents involved:<ol style="list-style-type: none">i. RTPC2 Facility Application formii. Training Record for Work Involving GM Plant(s) in RTPC2 Facilityiii. Risk Assessment and Risk Management Formiv. Incident and Accident Reporting (if any)		

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<p>9. RTPC2 Facility staff should always update the following list:</p> <ul style="list-style-type: none">i. List of GM Plant(s) and non-GM Plant(s) in greenhouseii. List of users and project conducted in the greenhouseiii. Log Sheet for Transportation of Transgenic Plant(s) from the PC2 Plant Facilityiv. Inspection recordv. Pest Management recordvi. Incident Notification Formvii. Maintenance and Monitoring Record <p>10. All records should be well kept, regularly updated and maintained</p> <p>11. Record documents must be kept for five years after they are prepared, obtained or whichever occurs latest.</p>
<p><u>Training required</u> NA</p>
<p><u>Location</u> RTPC2 Office</p>