

APPLICATION OF NOTICE OF INTENT (NOI)

PI must complete the NOI Form (UM/IBBC/FORM B):

1. SECTION B : PROJECT INFORMATION – question 8 (details of the experimental design) :
 - a. Scope of work reasonably planned with respect to the hazards of the experiment
 - b. Procedure provides sufficient detail, nothing particular hazards and how these hazards will be safely handled and contained as part of the procedure:
 - Collection of clinical specimen (location, sample/agent type, process overview)
 - Transportation of the specimen
 - Receiving of the specimen
 - Preparation/Handling and manipulating (eg: isolation/culture/extraction) of the infectious and potentially infectious agents/materials and biological toxins
 - Waste handling
 - Others - work process that involved infectious and/or potentially infectious agent including proper use of PPE, inventory, number of aliquots)
 - c. PI identified the risks associated with this experiment and taken measures to remediate them
 - d. All control measures are in place including :
 - Biosafety : Engineering, Administrative, SOP & practices and PPE
 - Biosecurity : Physical, Information, Personnel, Material accountability & inventory and Transportaion security
 - e. Containment and Biosafety Levels appropriate for the biological agents specified have been indicated
 - f. The laboratory is appropriate for the experiments proposed (e.g. Biosafety cabinet, fume hood, hand washing sink, eye wash, etc.)
 - g. Storing and inventory procedure of infectious and potentially infectious agents/materials and biological toxins
 - h. Decontamination, Emergency Response Plan (including spill handling) and waste management of infectious materials
- 2) To complete and submit documents as listed below:
 - a. Biosafety Level 1 Self-Assessment Checklist (UM/IBBC/ANNEX 2)
 - b. Biosafety Level 2 Self-Assessment Checklist (UM/IBBC/ANNEX 3)
 - c. Biological Risk Assessment Form (UM/IBBC/ANNEX 1)
 - d. Personnel Biosecurity Registration Form (UM/IBBC/ANNEX 6)
 - e. Records of personnel training, competency assessment and certificates for Biosafety and Biosecurity training* (Please refer to Universiti Malaya Policy and Procedure on Biosafety and Biosecurity - section 5.1.1c)

Note: All documents are signed and dated by applicant.

