



The Leader In Research and Innovation

**INSTITUTIONAL BIOSAFETY & BIOSECURITY COMMITTEE (IBBC)
UNIVERSITI MALAYA**

SUBMISSION CHECKLIST

NO.	FORMS AND DOCUMENTATIONS	YES	NO	N/A
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SECTION A

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| 1. | Preliminary Assessment Form (UM/IBBC/FORM A) | | | |
| 2. | Notice of Intent (NOI) Form (UM/IBBC/FORM B) | | | |
| 3. | Biological Risk Assessment Form (UM/IBBC/ANNEX 1) | | | |
| 4. | <ul style="list-style-type: none"> i. Laboratory Self-Inspection Form Biosafety Level 1 Checklist (UM/IBBC/ANNEX 2) ii. Laboratory Self-Inspection Form Biosafety Level 2 Checklist (UM/IBBC/ANNEX 3) - <i>This form is used in addition to the Laboratory Self-Inspection Form Biosafety Level 1 Checklist</i> iii. Laboratory Self-Inspection Form Biosafety Level 3 Checklist (UM/IBBC/ANNEX 4) - <i>This form is used in addition to the Laboratory Self-Inspection Form Biosafety Level 2 Checklist.</i> | | | |
| 5. | Personnel Biosecurity Registration Form (UM/IBBC/ANNEX 5) <i>for all personnel involved in the project.</i> | | | |
| 6. | Records of personnel training in laboratory biosafety and biosecurity training. | | | |

SECTION B

All documents must be prepared and submission of documents upon request

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| 7. | <p>Standard Operating Procedures (SOPs) shall include all items listed below (where relevant and applicable):
<i>All SOPs must specifically address these Biosafety and Biosecurity issues.</i></p> <ul style="list-style-type: none"> i. Procurement detail of infectious and potentially infectious agents/materials and biological toxins ii. Storing and inventory procedure of infectious and potentially infectious agents/materials and biological toxins | | | |
|----|--|--|--|--|

- iii. Handling and manipulating [including proper use of Personal Protective Equipment (PPE)] of infectious and potentially infectious agents/materials and biological toxins
 - iv. Transportation and shipment of infectious and potentially infectious agents/materials and biological toxins
 - v. Decontamination, spill management and waste management of infectious materials
 - vi. Emergency Response Plan (ERP) relevant to the infectious and potentially infectious agents/materials and biological toxins
8. Records of maintenance and certification/calibration of relevant equipment and devices such as:
- i. Autoclave
 - ii. Biosafety Cabinet
 - iii. Others, please specify:

Signature and stamp of Principle Investigator (PI)

Date