

## 2.2.2. Roles, Duties and Responsibilities

### 1. INBIOSIS Biosafety Committee (INBIOSIS-BC)

- a. A formal expert committee undertaking modern biotechnology work which involves the use of any LMO/rDNA materials that only involved with this facility
- b. Provide guidance to PI; with the help from the UKM Institutional Biosafety Committee on biosafety policies and issues in the use of LMO/rDNA research, including safety of laboratory personnel and other members of the organisation
- c. Review of all research conducted at this facility through independent assessment of the risks associated with the research and verification of containment levels assigned by the PI(s)
- d. Assess and monitor the facility, procedures, practices, training and expertise of personnel involved in LMO/rDNA research
- e. Ensure all the research activities of the facility comply with the referred guidelines and regulations as stated in the biosafety regulations (Section 2.1)
- f. Determine and approve whether a project can be carried out in this facility or not
- g. Review and approve any changes to the SOP every 2 years

### 2. Facility Coordinator

- a. Coordinate and monitor the operation of the facility
- b. Acting as a Biosafety Officer of RTPC2 to ensure all research activities and operation of facility comply with the stated rules and regulations
- c. Provide guidance to PI in developing emergency response plan for handling and investigating laboratory accidents involving LMO/rDNA materials
- d. Responsible for submitting all applications for approval and notifications
- e. Ensure all rules and regulations relevant to biosafety are up to-date
- f. Periodically inspect all laboratories where LMO/rDNA research are being conducted to monitor that laboratory standards are being followed in accordance to the biosafety regulations.
- g. Investigate and report all incidents occurring at the facility
- h. Report to the IBC any significant problems, non-compliance of the Biosafety Act 2007, and any significant research-related accidents or illnesses of which the BSO becomes aware, unless the BSO determines that a report has already been filed by the PI

### 3. Facility Manager

- a. Ensure all work done in the facility are authorized and have obtained appropriate approval through BSC
- b. Ensure all personnel adhere to the rules and regulation of the facility and exercises good laboratory practice all the time during the experimentation
- c. Ensure that all personnel using the facility and visitors are registered and have the approval to enter the facility
- d. Notify the BSO of any health condition or incidents occurring in the plant facility
- e. Report to the BSO on non-compliance of biosafety guidelines or policies