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<b>Greenhouse Entry &amp; Exit</b>	Effective Date: March 2013 Date of Revision: NA
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Prepared by:  
Siti Fatimah bt Mohd Mokhtar  
(SOP Committee)

Reviewed and approved by:  
Dr Goh Hoe Han  
(Head of SOP Committee)

**Purpose of procedure**  
This procedure has been developed to prevent unintentional release of GM plants from the greenhouse

**Scope**  
This procedure only applied to all authorised users and visitors of the RTPC2 facility

**Responsibilities**  
The RTPC2 manager to ensure authorised users are trained and authorized visitors are accompanied by an authorized user

**Steps**  
**Entering the PC2 area (greenhouse or potting area):**

1. Obtain facility access permission from facility manager (Refer to SOP3)
2. Sign in to the user/visitor log book at office
3. Leave bags, accessories (watches, bracelet, etc.) and other belongings at the administrative counter
4. Enter the PC2 area
5. Step several times on the sticky mat
6. Remove shoes, place onto the designated area
7. Step over bench into your lab clogs
8. Put on a lab coat and fasten
9. Wear gloves/plastic apron if required – provided in the preparation room (e.g. dealing with soil and waste)

**On leaving the PC2 area (greenhouse or potting area):**

1. Remove plastic apron (when applicable), remove gloves and dispose of them in the waste bin at the preparation room
2. Move to de-gowning station and remove lab coat and hang it onto the designated hanger or place it inside a laundry bag (for cleaning purposes only)
3. Remove clogs and place on the designated racks
4. Step over bench into your street shoes
5. Wash hands thoroughly
10. Step several times on the sticky mat
6. Exit the PC2 area
7. Sign out on the log book

**Note:**

1. Access will be granted to authorized personnel (participating in an approved project) and after successfully completing all training requirements
2. Facility manager shall observe both first entry and exit procedures of authorized users
3. Maintenance personnel/contractors/suppliers will be escorted
4. Report lost/damaged/stolen visitor badge to facility manager immediately

## **BIOSAFETY MANUAL**

### **Training required**

The facility manager will review with authorised visitors and new authorised users. The facility manager will observe the first entry of authorised users to ensure that procedures are being followed

### **Location**

RTPC2 office and PC2 anteroom