

Biological Material Storage and Inventory Guideline

1. Introduction

Biological inventory systems are integral to ensure the safe storage of biological materials and the effective management of facilities. Research, teaching and commercial facilities are required to keep accurate inventories and records of biological materials stored within facilities in order to meet the compliance requirements of regulatory bodies and the University. It is important that the inventory system used satisfies the requirements of all relevant authorities and allows facility managers and auditors to retrieve data efficiently.

2. Scope

This guideline provides information on the design and effective use of biological inventory systems that meets the record keeping requirements of the Griffith University Biosafety Committee and related regulatory bodies. The information that must be contained in inventories is outlined and examples of inventories and labelling that can be affixed to storage devices is provided.

3. Categories of Biological and Related Materials

The use, handling and storage of certain biological and related materials are regulated. Genetically Modified Organisms are regulated by the Office of the Gene Technology Regulator, Biosecurity material is managed by the Department of Agriculture while Security Sensitive Biological Agents (SSBAs) are overseen by the Department of Health. Each regulator has specific record keeping requirements for stored material which must be met and made available at audit.

Other biological material is any biological material, organisms, substances or other materials of biological origin which are not directly regulated by a governing body. Although not directly regulated, detailed, accurate inventories must still be maintained.

The sections below outline the minimum information which must be contained in an inventory for GMOs, Biosecurity Material and Other Biological Material

4. Inventory and Labelling Requirements:

4.1. Genetically Modified Organisms (GMOs)

As a minimum, inventories for GMOs must contain:

- The UBC reference number or OGTR license number;
- The date the material was placed in storage;
- A sample ID, unique identifier or description of the sample from which the material can be easily identified;
- Number of samples;
- The exact location of the material within the storage device e.g. Freezer number, shelf, box/cane number, position within box;
- Approval memo expiry date;
- The person responsible for the material and

- Details of who to contact in the event of an emergency.

The exterior of storage devices containing GMOs should be labelled with a biohazard symbol, a sign indicating 'GMOs are stored', the UBC reference number and details of who to contact in the event of an emergency. Examples of inventories and signage which can be used are provided in appendix 1 to 3.

4.2. Biosecurity Material:

Inventories for Biosecurity Material must contain:

- Approved Arrangement Number;
- Contact details of the person responsible for the material;
- Date the material arrived in Australia;
- Import permit number;
- Biosecurity Entry Number;
- Country of Origin;
- A sample ID, unique identifier or description of the sample from which the material can be easily identified;
- Number or quantity of material;
- The exact location of the material within the storage device e.g. Freezer number, shelf, box/cane number, position within box;

The exterior of storage devices containing biosecurity material must be labelled with a Biosecurity area sign which are available from the Senior Advisors Biosafety & Biosecurity. Example storage inventories are provided in Appendix 1.

4.3. Other Biological Material

Storage inventories for other biological material must contain as a minimum:

- Name of the person responsible for the material;
- Date the material was placed in storage;
- Number or quantity of samples;
- A sample ID, unique identifier or description of the sample from which the material can be easily identified;
- Number of samples and
- The exact location of the material within the storage device e.g. Freezer number, shelf, box/cane number, position within box.

The exterior of storage devices containing Other Biological material must be labelled with a Biohazard sign, the other biological dealing registration number (Provided once the material is registered) and the contact details of the person responsible for the material. Examples of inventories for Other Biological Material and labels which can be attached to the exterior storage devices are included in Appendix 5 and 6.

5. References

1. Gene Technology Act 2000
2. Gene Technology Regulations 2001
3. Guidelines for the Transport, Storage and Disposal of GMOs Biosecurity Act 2015
4. Requirements for approved arrangements class 5: biosecurity containment level 1 (BC1) facilities
5. Approved Arrangement for 5.2 – Biosecurity containment level 2 (BC2) Requirements – Version 3.1
6. Approved Arrangement for 5.3 – Biosecurity containment level 3 (BC3) Requirements – Version 3.1