

	University of the Philippines Manila Office of the Vice Chancellor for Research and Extension INSTITUTIONAL BIOSAFETY AND BIOSECURITY COMMITTEE G/F NIH Bldg. 623 Pedro Gil St., Ermita, Manila 1000 Philippines Tel Nos: (632) 5264266; (632) 5264349 Telefax No: (632) 5250395 Website: http://nih.upm.edu.ph/nihrdms	UPM-IBBC Guidelines in Biosafety and Biosecurity
	FORM 2	

OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND EXTENSION

INSTITUTIONAL BIOSAFETY COMMITTEE

BIOHAZARD DECLARATION AND RISK ASSESSMENT FOR LABORATORY WORK

INSTRUCTIONS: The **laboratory manager/supervisor** is responsible for completing this form and must be submitted to the Biosafety Officer for comments and review.

A. NAME AND LOCATION OF LABORATORY (indicate room number, building, department and unit)

B. LABORATORY PERSONNEL

Name	Highest Educational Attainment	Brief Description of Tasks	years of service	relevant training and experience in lab work and biosafety practices	immunization record

C. BRIEF DESCRIPTION OF LABORATORY AND ACTIVITIES

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D. DECLARATION OF POTENTIALLY HAZARDOUS BIOLOGICAL MATERIALS

D1. Enumerate the potentially hazardous biological materials manipulated/stored <i>human and non-human blood, tissue, body fluids/cells, rDNA, vectors, and others</i>), add rows if necessary.	D2. Source/s	D3. Tests conducted	D4. potential pathogen/s present

E. DECLARATION OF POTENTIALLY HAZARDOUS BIOLOGICAL AGENTS

E1. list the pathogens manipulated/stored in the lab (<i>name of bacteria, fungus, parasite, virus, rickettsia, prion, toxin of biological origin</i>) add row if necessary	E2. Source/s	E3. Genus/species/strain

F. DECLARATION OF BIOBANKED AGENTS

F1. Enumerate and specify what materials/agents are stored	F2. source/s	F3. quantity stored	F4. purpose of storing material	F5. Are there any records available for reference of stored materials?

G. DECLARATION OF LABORATORY AND PROCEDURAL HAZARDS

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G1. Identify primary laboratory hazard (<i>inhalation, ingestion, penetration thru skin, contact with mucous membranes of eyes, nose and mouth, allergens, etc.</i>)	G2. Indicate specific procedures/activity corresponding to potential hazard (i.e. pipetting, flaming of loop, vortex mixing, centrifugation, disposal of animal bedding, etc.)	G3. Describe the procedures/equipment that you use to minimize risk. (i.e standard and special microbiological practices, primary containment, personal protective equipment, biosafety cabinet, etc.)

H. LIST OF EQUIPMENT IN THE LABORATORY

H1. Enumerate and specify name of equipment	H2. describe purpose or use	H3. Indicate if used with potentially infectious material/s, specify what material

I. DECLARATION OF WASTES GENERATED AND DESCRIPTION OF PROCEDURES FOR DECONTAMINATION AND DISPOSAL PROCEDURES

(Describe the method of disposal of all cultured materials and other potentially hazardous biological agents).

I1. Specify and enumerate wastes generated	I2. indicate of infectious or non-infectious	I3. procedure for decontamination	I4. procedure for disposal

J. TRANSPORT OF BIOLOGICAL MATERIALS

J1. Enumerate and specify what potentially material/s are transported out of the laboratory	J2. Location/s to where material are transported	J3. Describe briefly procedure/s for packing

Prepared by:

LABORATORY MANAGER/SUPERVISOR

SIGNATURE

DATE

Noted by:

BIOSAFETY OFFICER

SIGNATURE

DATE

DEPARTMENT CHAIR

SIGNATURE

DATE

DEAN

SIGNATURE

DATE