

**TITLE:** Biosafety Clearance

**OBJECTIVE:** To describe the process of getting Biosafety clearance for Research

**SCOPE:** Biosafety Act 2007, Biosafety Guidelines

Process No.	Description	Interface	Responsibility	Suggested Timeline
1	To determine if research work involves GMO/LMOs	Checklist and researcher's declaration form	All Project Leader whose work involves Biological Materials	Before embarking research
2	If no, to proceed to Step 5			
3	If yes, to determine if research work involves exempted GMO/LMOs according to Biosafety regulation. Refer to Exemption List on Biosafety Guidelines		Project Leader	
4	If yes, provide information on exempted GMO/LMOs	Form R: Exempted GMO/LMO Information Template	Project Leader	
5	Approves Clearance for projects involving i. Non GMO/LMOs; and ii. Exempted GMO/LMOs	Institutional Biosafety Declaration and Approval	Institutional Biosafety Officer	2 weeks
6	If no, to apply for Biosafety clearance, providing the following: i. Duly-filled Form E; ii. Supporting documents: i.e. importing document, importing agency, type of genetic modifications etc. iii. SOP involving the use, storage and disposal of GMO/LMOs	Form E	Project Leader	
7	Reviews all documents before recommending approval to Laboratory and Biosafety Committee		Institutional Biosafety Officer	4-6 weeks
8	Recommends approval of project to Ministry (NRE)		Laboratory and Biosafety Committee	Quarterly
9	Informs Project Leader of NRE's approval	Letter from NRE	Research Office	3 - 7 days