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 the 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 material is managed by Agriculture while Security Sensitive Biological Agents (SSBAs) are overseen by the lth. Each regulator has specific record keeping requirements for stored material which de available at audit.

rial is any biological material, organisms, substances or other materials of biological origin tly regulated by a governing body. Although not directly regulated, detailed, accurate l be maintained.

utline the minimum information which must be contained in an inventory for GMOs, 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 licence 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;
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