

## LMMS Biological Inventory Module- Frequently Asked Questions (FAQs)

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## 1. What biological material(s) is/ are considered regulated?

The following table depicts categories of regulated materials:

S/N	Regulation	Regulated Materials
1.	<a href="#">Biological Agents and Toxins Act (BATA)</a>	Biological agents and toxins under <ol style="list-style-type: none"> <li><a href="#">BATA First Schedule</a> (i.e. MOH approved for work in BSL2+ facility)</li> <li><a href="#">BATA First and Second Schedule (Inactivated)</a></li> <li><a href="#">BATA Third, Fourth and Fifth Schedule</a></li> </ol>
2.	<a href="#">Animals and Birds Act</a>	<a href="#">Veterinary biologics</a>
3.	<ol style="list-style-type: none"> <li><a href="#">Control of Vectors and Pesticides Act</a></li> <li><a href="#">Control of Plants Act</a></li> </ol>	Arthropods
4.	<a href="#">NUS requirement</a>	NHP (Macaque) derived materials

*Table 1: Biological materials related regulations and type of regulated materials*

## 2. How do I label items already in low temperature storage?

- Ensure the existing<sup>1</sup> inventory items are traceable to the barcodes in the system. For existing inventory, it is not mandatory to physically paste the barcode labels onto the containers directly. The barcode numbers can be recorded in a separate existing inventory log. The LMMS barcodes however cannot be reused anymore.

## 3. When do I start inventorising new materials that are being generated or received?

- Any new regulated materials, including their derivatives that are being generated or received from 1<sup>st</sup> Oct 2021 shall be inventorised in LMMS.

## 4. How can I inventorise multiple tubes of an existing item. Must they be individually inventorised with a barcode?

- No, multiple items of the same biological material can be collectively inventorised using a single barcode (e.g., number of tubes/ vials). When submitting a product request, requester can submit item request collectively. When dispensing tubes, they can be dispensed in the system depending on the number of vials used.

## 5. I cannot find the storage type/ storage label when I want to inventorise an item. Why?

- Approach the person who has lab administrator access to your location and check if they have created a storage type/ level/ label for the storage type (e.g., fridge, freezer, liquid nitrogen tank)

<sup>1</sup> Any regulated material in possession before 1<sup>st</sup> Oct 2021 shall be considered existing inventory

etc.). Once this is programmed, then you will be able to see the storage type/ level/ label in the dropdown list automatically.

**6. Must I inventorise all the biological materials in my PI's possession by the dateline?**

- a. No. Priority is to inventorise all regulated biological materials into the system first. The rest of the materials can be inventorised in phases, if the research group sees usefulness in using the system. This can then replace the manual inventory method that labs currently use.

**7. I can't find my product which I want to add into my inventory, in the database.**

**What can I do?**

- a. Please submit a biological material request to the US administrator. Your request will be reviewed and will be included into the main database if approved.

**8. How do I determine that my item needs to be inventorised if I am running an experiment (e.g., selecting clones, generating transient lentiviral particles carrying genes of interest)?**

- a. Only items in storage will need to be inventorised. If you were running an experiment and the samples are being used for ongoing experiments, they are not considered to be in storage.
- b. If you receive any regulated agents or materials containing regulated agents, they will need to be inventorised if they are going to be kept for storage for future use / for expansion.

**9. If the biological product that I want to inventorise is available in the database but the details which are slightly different e.g., original packaging quantity/ unit is there a simpler way to request for a new product?**

- a. Yes. When using the 'Add Inventory-Search database' function, click on the © button beside the product entry, the product details will be auto-duplicated, and you can proceed to make the changes and submit the request.



Name of Biological Material	Scientific Name	Strain	Common Name	Concentration / Count	Original Packaging Quantity	Manufacturer
© HeLa cell (Epitheloid carcinoma, cervix, Human)					1 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© HEK293T (Human embryonic kidney)					1 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© SHSY-5Y (Human bone marrow epithelial)					1 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© A2780 (Human ovarian carcinoma)					1 (EACH / VIAL / TUBE / AMPOULE / PLATE)	SIGMA-ALDRICH
© CAOV3 (Human ovarian carcinoma)					1 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© HT1180 (Fibrosarcoma, Human)					5 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© Chang Liver (Liver, Human, HeLa markers)					6 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© A549 (Lung carcinoma, Human)					20 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© HeLa cell (Epitheloid carcinoma, cervix, Human)					20 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE
© LoVo (Colon adenocarcinoma Human)					8 (EACH / VIAL / TUBE / AMPOULE / PLATE)	AMERICAN TYPE CULTURE COLLE