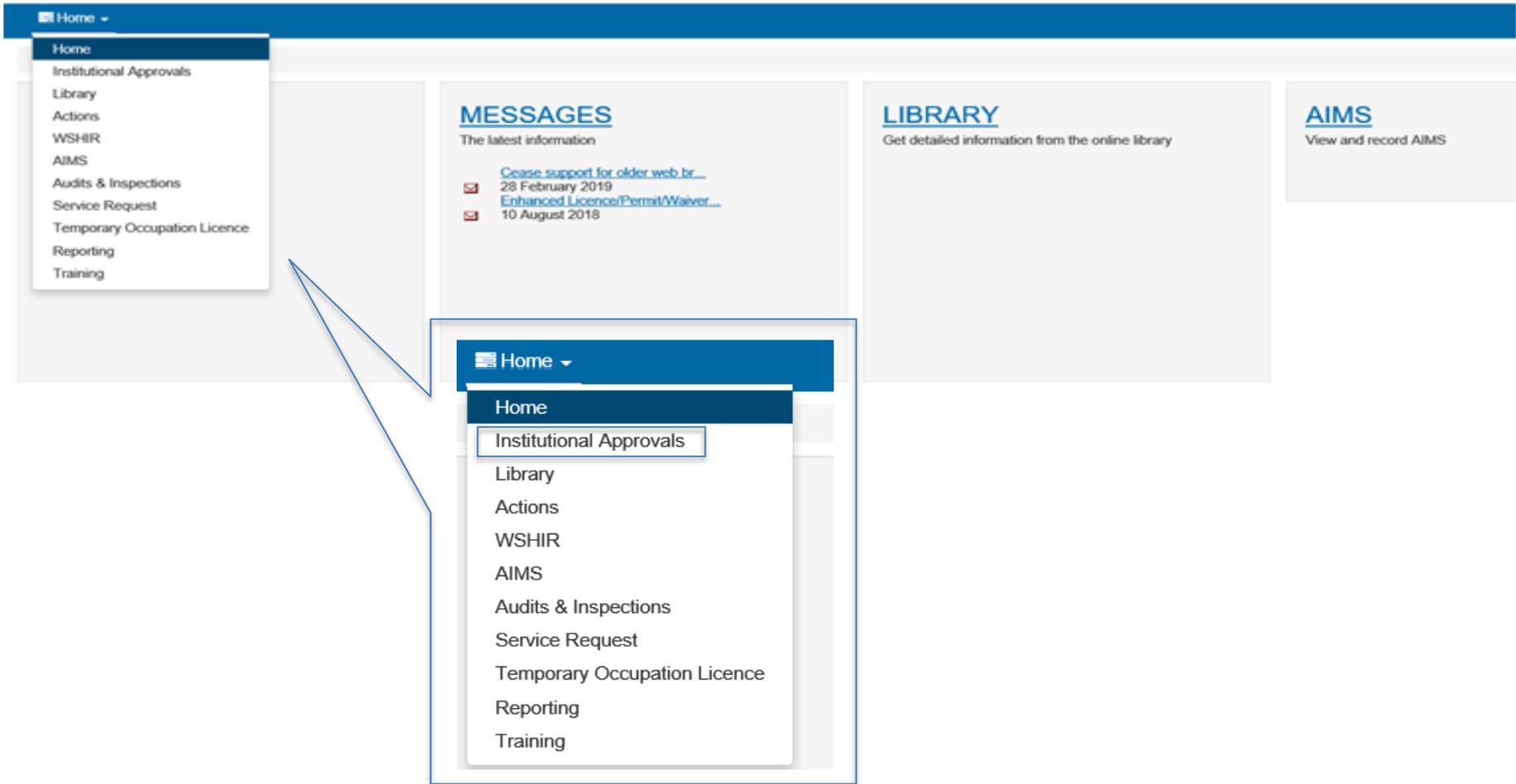


# USER GUIDE

# EHS360 - INSTITUTIONAL APPROVALS MODULE

# ACCESSING INSTITUTIONAL APPROVALS



The screenshot displays the Sphera system interface. At the top left, there is a navigation menu with a 'Home' dropdown arrow. The dropdown menu is open, showing a list of options: Home, Institutional Approvals, Library, Actions, WSHIR, AIMS, Audits & Inspections, Service Request, Temporary Occupation Licence, Reporting, and Training. A callout box highlights the 'Institutional Approvals' option. The main content area is divided into three columns. The first column contains a 'MESSAGES' section with the heading 'The latest information' and two messages: 'Cease support for older web br...' dated 28 February 2019, and 'Enhanced Licence/Permit/Waiver...' dated 10 August 2018. The second column contains a 'LIBRARY' section with the heading 'Get detailed information from the online library'. The third column contains an 'AIMS' section with the heading 'View and record AIMS'. The bottom of the page features a blue and orange gradient bar.

# INSTITUTIONAL APPROVALS DASHBOARD



Add new institutional approval

+ Add new institutional Approval

ID

Options	ID	Requester Name	Principal Investigator	WSHIR ID	Type of Request	Date of Submission	GMAC Reference No.	Previous GMAC Reference No.	GMAC Expiry Date	GMAC Endorsement Date	Experimental Risk Group	Project Title	GMAC Reviewer Assigned	VB Registration No.	VB Inspection Due Date	Status	Gmac - Type of Request - Amendment
---------	----	----------------	------------------------	----------	-----------------	--------------------	--------------------	-----------------------------	------------------	-----------------------	-------------------------	---------------	------------------------	---------------------	------------------------	--------	------------------------------------

0 rows

	23228	Test SHC	Test Acad	ADMIN SAFETY HEALTH AND ENVIRONMENT OSHHEAD	GMAC FORM	16 July 2019	Res-19-XXX	NA	19 July 2019	19 July, 2019	Category C	This is the TITLE	Test SHO		None specified	Close	No
--	-------	----------	-----------	---	-----------	--------------	------------	----	--------------	---------------	------------	-------------------	----------	--	----------------	-------	----

- View/edit this institutional Approval
- View institutional Approval as PDF document
- View institutional Approval history

2 rows

Click on the options to

- View /Edit
- View as PDF
- View History

# SELECTING FORMS

Institutional Approvals ▾ View institutional Approvals Add new institutional Approval

Home / Institutional Approvals / Add new institutional Approval

Select the Institutional Approval type

Please select the type of Institutional approval you would like to create from the list below and then click the 'Create Institutional Approval' button.

Available types	Description
GMAC FORM	Genetic Modification Advisory Committee (GMAC) form
LPVB Reg Form	

Create Institutional Approval Cancel

Select 'GMAC FORM' for genetic modification applications

Select 'LPVB' for registration to possess veterinary biologics

Click [here](#) for  
USER GUIDE-GMAC module

Click [here](#) for  
USER GUIDE-LPVB module

# GMAC MODULE

# GMAC MODULE: NEW SUBMISSION

Fields marked with \* are mandatory to fill in

ID is auto-generated

Name of Requester is prefilled

Add the name of the researcher conducting the work here

**GENETIC MODIFICATION ADVISORY COMMITTEE (GMAC) FORM**

Fields marked with (\*) are mandatory

ID

The ID number of this institutional Approval is: 23227

**INFORMATION ON GMAC PROPOSAL**

\* Requester's Information

<input type="checkbox"/>	<u>Name</u>	<u>Email address</u>	<u>Contact phone number</u>	<u>Department</u>	<u>Job title</u>
<input checked="" type="checkbox"/>	Test SHC	oshm@nus.edu.sg		ADMIN SAFETY HEALTH AND ENVIRONMENT	

Select...

\* Name of Scientist(s)

Add...

# GMAC MODULE: NEW SUBMISSION

Add the name of the PI here by clicking select button and searching by name

\* Principal Investigator

Select...

\* WSHIR ID

Please select the location the GMAC FORM is applicable to.

ADMIN|SAFETY HEALTH AND ENVIRONMENT|OSH-HEAD

**WSHIR ID** – This field is auto-filled and based on the location

\* Project Title

[Yellow highlighted text input field]

Definition of GM animals is shown when you click here

Fields highlighted in yellow are mandatory to fill in

\* Type of Experimental Organisms

Animal  Plant  Viral Vectors  Others

\* Experimental Risk Group

Category A  Category B  Category C

\* Import / Export of Genetically Modified Fish or Laboratory Animals?

Yes  No  Not applicable

\* Containment Level

BSL1  BSL2  BSL2+  
 ABSL1  ABSL2  ABSL2+

# GMAC MODULE: NEW SUBMISSION

You can download the GMAC form here

Upload your GMAC form here

You may fill in remarks if needed

This date is auto-filled

Click **Submit** to send the form to OSHE

Please click [here](#) to download the PROPOSAL FORM FOR ASSESSMENT OF GENETIC MANIPULATION WORK.

\* Upload GMAC Proposal form which has been approved and signed by Principal Investigator

Date uploaded	Document uploaded by	Description	Filename	Delete	Edit
---------------	----------------------	-------------	----------	--------	------

To attach a document - select the button below and select the file.

Remarks

Date of GMAC Proposal Submitted

None specified

Workflow status

Date/Time	User	Status
-----------	------	--------

Click **Save as draft** if you need to make further changes

# GMAC MODULE: NEW SUBMISSION



Tue 16/07/2019 16:00

eService notification <noreplySC@sphera.com>

For Info - Submission of GMAC proposal form

To [Redacted]

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Submission of GMAC proposal form

The following GMAC proposal form has been submitted for IBC review.

### Submission details:

ID: 23228

Principal Investigator: Test Acad

Project Title: This is the TITLE

Experimental Risk Group: Category C

Date of GMAC Proposal Submitted: 16 July 2019

Requester will receive an email after the form is submitted

Best Regards,

EHS360 Administrator  
Office of Safety, Health and Environment  
[ehs360@nus.edu.sg](mailto:ehs360@nus.edu.sg)

# GMAC MODULE: NEW SUBMISSION



Tue 16/07/2019 17:49

eService notification <noreplySC@sphera.com>

For Info - IBC approval of GMAC proposal / extension

To [REDACTED]  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## IBC approval of GMAC proposal / extension

The following GMAC proposal / extension has been reviewed and approved by IBC.

### Submission details:

ID: 23228

Principal Investigator: Test Acad

Project Title: This is the TITLE

Experimental Risk Group: Category C

Date of GMAC Proposal Submitted:16 July 2019

Date of GMAC Extension Submitted:None recorded

Date of IBC approval:16 July, 2019

Work may commence for Category B and Category C GMAC proposals.  
As experiments in Category A require both IBC and GMAC endorsement prior to commencement of work, please do not commence work until GMAC endorsement has been granted for Category A GMAC proposals.

Please logon to [EHS360](#) via the Staff Portal, navigate to the Institutional Approvals tab to view/download IBC approved form. The form is available under "For official use only" section.

Best Regards,

Requester, PI and Persons indicated in the 'People to notify' will receive a notification when the application is IBC-approved

# GMAC MODULE: NEW SUBMISSION



Thu 18/07/2019 17:33

eService notification <noreplySC@sphera.com>

For Info - GMAC endorsement / notification of GMAC proposal / extension

To [REDACTED]

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## GMAC endorsement / notification of GMAC proposal / extension

The following GMAC proposal / extension has been endorsed by / notified to GMAC.

### Submission details:

ID: 23228

Principal Investigator: Test Acad

Project Title: This is the TITLE

Experimental Risk Group: Category C

Date of GMAC Proposal Submitted: 16 July 2019

Date of GMAC Extension Submitted: 18 July 2019

Date of IBC approval: 16 July, 2019

Date of GMAC Endorsement (Category A/B) / Notification (Category C): 19 July, 2019

Requester, PI and Persons indicated in the 'People to notify' will receive a notification when the application is endorsed by GMAC

Please logon to [EHS360](#) via the Staff Portal, navigate to the Institutional Approvals tab to view/download GMAC notification/endorsement. The form is available under "For official use only" Section.

Best Regards,

EHS360 Administrator  
Office of Safety, Health and Environment

# GMAC MODULE: RETRIEVAL OF DOCUMENTS

This Section 'For Official Use only' is for the GMAC administrator from OSHE. Requester or PI will not be able to make changes here.

PI and Requester may download IBC-approved GMAC proposals and GMAC endorsements here. This Section is visible after approval/Endorsement

**FOR OFFICIAL USE ONLY**

New GMAC Reference Number

Previous GMAC Reference Number

GMAC Expiry Date

Upload IBC-approved GMAC Proposal/ GMAC Endorsement or Notification/ Other Documents

Date uploaded	Document uploaded by	Description	Filename	Delete	Edit
No attach a document - select the button below and select the file.					
<input type="button" value="Browse..."/>					

People To Notify

Please kindly make sure you add the People to Notify before raising a "For Official Use Only" form

[Add...](#)

Options	ID	New GMAC Reference Number	Previous GMAC Reference Number	Date of IBC Approval	Date of Submission to GMAC	Date of GMAC Endorsement (Category A/E)	Expiry Date	Status
<input type="button" value="Add"/>								

Workflow status

Date/Time	User	Status
<input type="button" value="Submit"/> <input type="button" value="Save as draft"/>		

# GMAC MODULE: AMENDMENT

ID

The ID number of this institutional Approval is: 23228

Click here to submit amendment or extension

SELECT TYPE OF REQUEST

Amendment / Extension of GMAC Endorsement

## AMENDMENT / EXTENSION OF GMAC ENDORSEMENT

For amendment of GMAC proposal that has been endorsed by GMAC, please upload the amended GMAC proposal form.  
For extension of GMAC endorsement, please click [here](#) to download the PROPOSAL FORM FOR EXTENSION OF GMAC ENDORSEMENT, and upload the completed form.

Options	ID	Related ID	Created by user	Date/time created
	<a href="#">522157</a>	23228	Test SHC	18 July 2019

Click **Add** to upload forms

Add

Date GMAC Extension Submitted

18 July 2019

# GMAC MODULE: AMENDMENT

## Workflow status

Date/Time	User	Status
16 July 2019 16:00	Test SHC	Pending Process
16 July 2019 16:10	REUBEN SHEELA	Pending IBC Review
16 July 2019 17:23	Test SHO	Pending IBC Approval
16 July 2019 17:49	REUBEN SHEELA	Pending GMAC Review
16 July 2019 18:07	Test SHO	GMAC Endorsement / Notification
18 July 2019 16:31	REUBEN SHEELA	Close
18 July 2019 17:06	Test SHC	Pending process (amendment/extension)
18 July 2019 17:18	REUBEN SHEELA	Pending GMAC Review
18 July 2019 17:32	REUBEN SHEELA	GMAC Endorsement / Notification
18 July 2019 17:35	REUBEN SHEELA	Close

Submit

Scroll all the way to the end of the form and click **Submit** to submit your amendment/extension

You will receive email notifications upon approval of your amendments/extensions by IBC and endorsement by GMAC

# LPVB MODULE

# LPVB MODULE: NEW SUBMISSION

## STEP 1: REQUESTER

Fields marked with \* are mandatory to fill in

ID is auto-generated

Name of Requester is prefilled

Add the name of your Principal Investigator

**REGISTRATION FORM TO POSSESS RISK GROUP 2 VETERINARY BIOLOGICS (FOR RESEARCH AND DEVELOPMENT PURPOSES)**

Principal Investigators in NUS (located in Kent Ridge campus) must register their possession of Risk Group 2 (RG2) veterinary biologics with the Office of Safety, Health and Environment under the NUS Institutional Licence to Possess Veterinary Biologics granted by Agri-Food & Veterinary Authority of Singapore (AVA) on 03 May 2013, in accordance with Animals & Birds Act (Chapter 7). Effective from 01 April 2019, veterinary biologics are regulated by National Parks Board/Animal and Veterinary Service (NParks/AVS).

The NUS institutional licence covers RG2 veterinary biologics in the Select List, and includes organisms / registered vaccines / proteins / peptides / other genetic materials of RG2 veterinary biologics.

Please refer to the Select List to determine whether the biological agent you intend to import or possess is a regulated veterinary biologic. The list is not exhaustive. Please consult OSHE staff if in doubt. The submission of the risk assessment may be necessary for evaluation by NParks/AVS if the agent is not currently on the Select List.

Please refer to the NUS Laboratory Biorisk Management Manual for guidelines on the registration procedure to possess RG2 veterinary biologics.

Fields marked with \* are mandatory:

**ID**

The ID number of this institutional Approval is: 23507

**\* Requester's Information**

	Name	Email address	Contact phone number	Department	Job title
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]@NUS.EDU.SG	[REDACTED]	ADMIN SAFETY HEALTH AND ENVIRONMENT	[REDACTED]
Select...					

**PARTICULARS OF PRINCIPAL INVESTIGATOR**

Select...

# LPVB MODULE: NEW SUBMISSION

WSHIR ID –This field is auto-filled and based on the location

Add one form for each veterinary biologics (refer to next slide)

Add the name of researchers working on the veterinary biologics

Include information on GMAC proposal and Project Risk Assessment

LPVB registration form location

Please select the location the LPVB Reg Form is applicable to

ADMIN/SAFETY HEALTH AND ENVIRONMENT/OSHHEAD

INFORMATION OF RISK GROUP 2 VETERINARY BIOLOGICS

Options	ID	* VETERINARY BIOLOGICS	* PRODUCT CODE	AVA LICENCE NO.	* BRIEF DESCRIPTION OF TYPE OF RESEARCH WORK	* STORAGE	* CULTURE & EXPERIMENT	VIVARIUM	DATE OF DESTRUCTION	Status
	524745								None specified	

Add

PARTICULARS OF PERSONNEL INVOLVED IN HANDLING THE BIOLOGICS

Add...

OTHER REGULATORY / INSTITUTIONAL REQUIREMENTS

GMAC reference no.

Project Risk Assessment no.

IACUC Protocol no.

Click on the cogwheel to delete the individual entries

# Information details of each Risk Group 2 Veterinary Biologics

ID

524723

Requester's information

Name	Email address	Contact phone number	Department	Job title
[Redacted]	[Redacted]@NUS.EDU.SG	[Redacted]	ADMIN/SAFETY HEALTH AND ENVIRONMENT	[Redacted]

Select...

**INFORMATION OF RISK GROUP 2 VETERINARY BIOLOGICS**

\* Veterinary biologics [Text Field]

\* Product code [Text Field]

AWA licence no. (If AWA Licence is held prior to NUS Institutional licence) [Text Field]

\* Brief description of type of research work [Text Area]

**Location Details**

\* Storage [Text Field]

\* Culture and experiment [Text Field]

Vivarium [Text Field]

**Receipt of VB via Transfer**

Transfer from (PI and department/institution) [Text Field]

Estimated date of transfer [Date Picker: None specified]

Mode of transportation to storage premises (e.g. courier services, etc.) [Text Field]

**Import**

Import from (company/ institution) [Text Field]

Estimated date of import [Date Picker: None specified]

Mode of transportation to storage premises (e.g. courier services, etc.) [Text Field]

**Destruction of VB**

Date of destruction [Date Picker: None specified]

ID is auto-generated

Name of Requester is prefilled

Add information on veterinary biologics

Click the **Save** button

# LPVB MODULE: NEW SUBMISSION

Upload supporting documents

Click **Save as draft** if you need to make further changes later

Click **Submit** to send the registration form to your PI

### SUPPORTING DOCUMENTS

The RAs and SOPs must include laboratory activities associated with the possession and use of these veterinary biologics, including:

- importation/exportation
- transportation
- access control
- culture
- biological spills
- decontamination
- waste disposal

Date uploaded	Document uploaded by	Description	Filename	Delete	Edit
To attach a document - select the button below and select the file.					
<input type="button" value="Choose File"/> No file chosen					

### Workflow status

Date/Time	User	Status
04 September 2019 14:30		Open

Click **Cancel** to prevent saving any changes

# LPVB MODULE: NEW SUBMISSION



**From:** eService notification <noreplySC@sphera.com>

**Sent:** Thursday, 4 July 2019 1:47 PM

**To:** [REDACTED]

**Subject:** For Approval - Submission of draft Registration/Amendment form for Risk Group 2 Veterinary Biologics for PI's approval

## Submission of draft RG2 Veterinary Biologics Registration/Amendment form under the institutional Licence to Possess Veterinary Biologics (LPVB)

The following draft Registration/Amendment form for RG2 Veterinary Biologics has been submitted for PI's approval.

### ➔ Submission details:

ID: 23210

Principal Investigator: Test Acad

Veterinary Biologics: [REDACTED]

PI's approval, declaration and submission of the Registration/Amendment form for RG2 Veterinary Biologics are required.

Best Regards,

Requester and PI will receive an email after the lab member sends the registration form to the PI.

# LPVB MODULE: NEW SUBMISSION

## STEP 2: PRINCIPAL INVESTIGATOR

If Requester is not the PI, the registration form will now be routed to the PI. PI will review the submission (refer to the previous slides) and submit the registration form to OSHE.

Tick to acknowledge the submission

Click **Save as draft** if you need to make further changes later

Click **Submit** to send the registration form to OSHE

**DECLARATION BY PRINCIPAL INVESTIGATOR**

I acknowledge the following:

1. I declare that all information given in this application is correct and true. I shall inform OSHE in writing of any change in the above-mentioned information within 30 days of the change.
2. In the event of my registration being approved, I shall abide by the Animals and Birds Act (Chapter 7) and NUS policies, directives and guidelines for the veterinary biologics.
3. I will ensure that an import permit will be obtained prior to import (for import only), and an export permit prior to export (for export only).
4. I have conducted Risk Assessments and written Standard Operating Procedures for all laboratory activities associated with the possession and use of these veterinary biologics, including importation/exportation, transportation, access control, culture, biological spills, decontamination, and biological waste disposal.

Date of submission: None specified

Date will be auto-filled upon clicking the **Submit** button

**Workflow status**

Date/Time	User	Status
04 September 2019 14:30		Open

**Submit** **Save as draft**

Click **Cancel** to prevent saving any changes

# LPVB MODULE: NEW SUBMISSION

**From:** eService notification <[noreplySC@sphera.com](mailto:noreplySC@sphera.com)>

**Sent:** Friday, 5 July 2019 11:36 AM

**To:** [REDACTED]

**Subject:** For Info - Submission of Registration/Amendment form for Risk Group 2 Veterinary Biologics for OSHE's review

## **Submission of RG2 Veterinary Biologics Registration/Amendment form under the institutional Licence to Possess Veterinary Biologics (LPVB)**

The following Registration/Amendment form for RG2 Veterinary Biologics has been submitted for OSHE's review.

**➤ Submission details:**

ID: 23210

Principal Investigator: Test Acad

Veterinary Biologics: [REDACTED]

Date of submission: 04 July 2019

OSHE's review of the submission is required.

Best Regards,

Requester and PI will receive an email when the registration form has been successfully submitted to OSHE.

# LPVB MODULE: RETRIEVE LETTER OF APPROVAL

Scroll to the FOR OFFICIAL USE section of the form.

Date uploaded	Document uploaded by	Description	Filename	Edit
04 September 2019	[REDACTED]	2019 Approval Letter	<a href="#">OSHE-AWA-LPVB-0 [REDACTED] Approval Letter (initial) 2019.pdf</a>	<a href="#">Edit</a>

[Download all documents](#)

### Workflow status

Date/Time	User	Status
04 September 2019 14:30	[REDACTED]	Open
04 September 2019 15:37	[REDACTED]	Pending Process
04 September 2019 15:38	[REDACTED]	Close

[Cancel](#)

Click the link to download the approval letter

# LPVB MODULE: AMENDMENT

Amendment can be done by either Principal Investigator or any of his/her lab members. To submit an amendment, scroll to the AMENDMENT section of the form. Please note that the registration form will not be re-routed to Principal Investigator when the amendment is submitted.

Add one form for each veterinary biologics (refer to previous slides)

AMENDMENT

Options	ID	* VETERINARY BIOLOGICS	* PRODUCT CODE	AVA LICENCE NO.	* BRIEF DESCRIPTION OF TYPE OF RESEARCH WORK	* STORAGE	* CULTURE & EXPERIMENT	VIVARIUM	DATE OF DESTRUCTION	Status
---------	----	------------------------	----------------	-----------------	--	-----------	------------------------	----------	---------------------	--------

Add

Click **Save as draft** if you need to make further changes

Workflow status

Date/Time	User	Status
04 September 2019 14:30		Open
04 September 2019 15:37		Pending Process
04 September 2019 15:38		Close
04 September 2019 15:49		Draft (amendment)

Save as draft Submit

Click **Submit** to send the registration form to OSHE

Click **Cancel** to prevent saving any changes

Cancel

# LPVB MODULE: AMENDMENT

**From:** eService notification <[noreplySC@sphera.com](mailto:noreplySC@sphera.com)>

**Sent:** Friday, 5 July 2019 11:36 AM

**To:** [REDACTED]

**Subject:** For Info - Submission of Registration/Amendment form for Risk Group 2 Veterinary Biologics for OSHE's review

## **Submission of RG2 Veterinary Biologics Registration/Amendment form under the institutional Licence to Possess Veterinary Biologics (LPVB)**

The following Registration/Amendment form for RG2 Veterinary Biologics has been submitted for OSHE's review.

**➤ Submission details:**

ID: 23210

Principal Investigator: Test Acad

Veterinary Biologics: [REDACTED]

Date of submission: 04 July 2019

OSHE's review of the submission is required.

Best Regards,



Requester and PI will receive an email when the registration form has been successfully submitted to OSHE

**Thank you**