

INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA
MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES
STANDARD OPERATING PROCEDURE

TITLE: **FACILITIES, SECURITY AND ACCESS CONTROL**

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SOP #: **IBRH₃AU-SOP-MGT-004.1**

Effective Date: **09/01/2014**

Next Rev: **DEC 2015**

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VALIDATION AND RETIREMENT

	NAME	DATE
Validated by:		
Retired by:		

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

I have received and understood the training on this SOP. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.

	NAME	SIGNATURE	DATE
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1. INTRODUCTION

To ensure efficiency of biorepository operations, many particular design elements have to be in place to make certain the safe keeping of the materials, support the equipment employed, and provide a safe and effective working environment for biorepository staff. These include; number of biospecimen to be stored, required storage and handling conditions, retention periods, growth in the biospecimen numbers, and the anticipated use of materials. The design shall include sufficient space to accommodate the materials planned for initially, future and backup storage and provide for safe movement of people, equipment and specimens as needed/required by IBRH₃AU.

2. PURPOSE

The purpose of this facilities, security and access control standard operating procedure is to outline measures that will be put in place at the IBRH₃AU to ensure proper custody of biospecimen and accompanying data.

3. SCOPE

This SOP applies to all personnel who access the biorepository.

4. RESPONSIBILITIES

The policy applies to all personnel of the IBRH₃AU that work at the biorepository site or are the responsible custodians of the collection within the biorepository.

5. MATERIALS, EQUIPMENT AND FORMS

5.1 Emergency contact list.

5.2 Maintenance documentation.

6. PROCEDURES

6.1 Facilities - General Procedures for Maintaining Security

6.1.1 Provide sufficient and secure space in the biorepository for equipment being used and material being stored.



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- 6.1.2 Provide basic security systems e.g. finger print biometric system to ensure safekeeping of the collection.
- 6.1.3 Monitor the systems adequately to allow for early detection any breach in security (CCTV).
- 6.1.4 Designate a responsible individual (including designated back-up) to take necessary action in case of failure of systems.
- 6.1.5 Post the emergency contact information for responsible individuals and key personnel in a prominent location within the biorepository.
- 6.1.6 Provide personnel with education and training about security and emergency procedures to ensure an appropriate response to any failure of systems that may occur .e.g. fire safety.

6.2 Facilities – Temperature

- 6.2.1 Provide suitable cooling by setting the air conditioners between 16°C and 25°C to maintain adequate ambient temperature for electronic and mechanical equipment.

6.3 Facilities – Lighting

- 6.3.1 Provide adequate general and task lighting to ensure that the appropriate level of illumination is available to perform routine and specialized tasks undertaken at the biorepository.
- 6.3.2 Connect lighting system to back up power lines for emergency situations.

6.4 Security Systems for Fire

- 6.4.1 Document training of personnel on how to respond to fires.
- 6.4.2 Ensure that smoke detectors are operational at all times.
- 6.4.3 Regularly test and document effectiveness of the smoke detectors.
- 6.4.4 Make sure fire extinguishers are installed and in working condition.
- 6.4.5 Water hoses.



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6.5 Facilities – Limiting Access

- 6.5.1 Define and create physical barriers around biorepository resources to prevent physical intrusion.
- 6.5.2 Lock all doors and control entry to biorepository facilities.
- 6.5.3 Limit access to biorepository facilities to appropriate personnel and authorized staff.
- 6.5.4 Use physical, electronic and/or procedural controls to limit access to restricted and sensitive areas of the biorepository.
- 6.5.5 Issue personnel with visible identification and controlled access keys. Upon termination of employment, make personnel surrender all identification and access keys.
- 6.5.6 Report lost or stolen access cards, deactivate these cards immediately and issue a new card as appropriate.
- 6.5.7 Review and keep up-to-date access rights, remove access for individuals that no longer need access.
- 6.5.8 Grant restricted access to authorized visitors or third party personnel.

6.6 Facilities – Back-up Power System

- 6.6.1 Ensure the auxiliary power generation system is in place and operational to deal with loss of commercial power.
- 6.6.2 Ensure that CO₂ tanks installed into freezers are filled and have automatic switch on when temperatures drop.
- 6.6.3 Keep a sufficient fuel supply for the emergency power generation system to ensure it will provide emergency power for at least 72 hours.
- 6.6.4 Ensure that important equipment, such as computers and freezers are plugged into the emergency power supply system – typically emergency plugs are identified by their color (red).



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6.6.5 Avoid (if possible) opening of freezers and using sensitive equipment for the duration of the primary supply failure.

For details refer to:

Emergency Procedures for Freezer and Refrigerator Failure IBRH₃AU-SOP-EQT-3

Temperature limits for Freezers and Refrigerators IBRH₃AU-SOP-EQT-001

6.7 Facilities – Equipment Security

6.7.1 Protect equipment as needed to reduce risk of unauthorized access to data and biospecimen stored in the biorepository and to protect from loss and damage.

6.7.2 Maintain equipment correctly to ensure continued availability and integrity.

6.7.3 Allow only authorized maintenance personnel to carry out repairs and services to facilities equipment.

7. ATTACHMENTS

7.1 Emergency contacts



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8. REFERENCES

- 8.1** Best Practices for Repositories I. Collection, Storage and Retrieval of Human Biological Materials for Research. International Society for Biological and Environmental Repositories (ISBER). <http://www.isber.org/>

9. REVISION HISTORY



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Revision No	Effective Date	Description of Changes Made from Preceding Revision	Approved by/ Date

ANNEX 1: DOCUMENTATION OF SUGGESTED CHANGES TO THIS SOP

CLAUSE	SUGGESTION	BY	DATE