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1. Introduction

1.1 Purpose

The purpose of this user manual is to guide users on how to use the Biosafety IT System.

1.2 Scope

The scope of the manual is to provide information on the use of Biosafety IT System Internet functions.

1.3 Overview

This manual provides the description of each e-services and a step by step approach in executing the following functions:

1. Registration of A Facility
2. Facility Administration
3. Renewal of Registered Certified Facility
4. Withdrawal of applicant as a Facility
5. Cancellation of Registered Facility
6. Notification of Transfer, Failure of Receipt and Disposal / Inactivation Function
7. Approval Letter Download
8. Notification of Export
9. Receipt of Biological Agent/Toxin From a Non-Registered Facility
10. Incident Report
11. Notification of Consume