# Title: [*fill out title of the biosafety manual chapter*]

## Objectives & Scope

[*Briefly describe the objective(s) and scope of the biosafety manual chapter*]

## Abbreviations and definitions

[*List the abbreviations used in this biosafety manual chapter and make a list of terms that are used in the chapter together with their definitions*]

## Tasks, responsibilities and accountabilities

|  |  |  |
| --- | --- | --- |
| **Task** | **Authorized** | **Responsible** |
| *List the main tasks described in this chapter* | *Give the name of the person who is authorized for performing the task* | *Give the name of the person who is responsible for correct execution of the task* |
|  |  |  |
|  |  |  |

## Procedure

[*Describe the actual procedure step by step*]

## Related Documents

[*List the documents related to the procedure described in this chapter*]

## Related Forms

[*List the forms related to the procedure described in this chapter*]

## References

[*List of references used as source material in this chapter*]

## Attachments

[*List of attachments to this chapter (such as forms, additional procedures, etc.)*]

## Annex 1: [title of the annex]

[*Annex contents*]