



Genetic Engineering Appraisal Committee (GEAC)
e-Monitoring – User Manual

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**Genetic Engineering Appraisal Committee (GEAC)
e-Monitoring – User Manual**

I. INTRODUCTION:

E-Monitoring System for Confined Field Trials (CFTs) of Genetically Engineered (GE) Plants: Applicants who have got permissions for CFTs of GE plants can submit documents and fill recording formats online for ensuring regulatory compliance. This online system has been developed in accordance with the “Guidelines and Standard Operating Procedures (SOPs) for conduct of CFTs of regulated GE plants, 2008”.

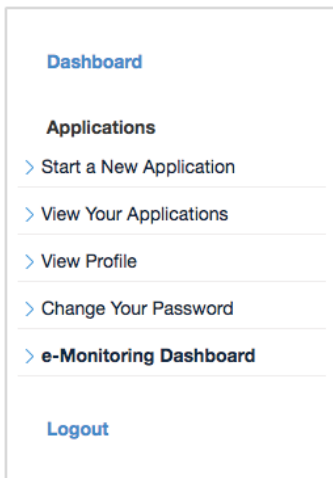
The e-monitoring system is to supplement existing mechanisms and doesn't replace any compliance requirements or monitoring process.

- Applicants who have got permissions for CFTs of GE plants can Create and shares e-Monitoring login details with trial in-charge
- Trial in charge submits the following e-monitoring reports online to applicant:
 1. Record of Transport
 2. Record of Storage
 3. Record of Storage Inspection
 4. Record of Planting
 5. Record of Spatial Isolation
 6. Record of Harvest/ Termination
 7. Record of Harvest - Monitoring
 8. Record of Corrective Action
 9. Record of Early Crop Destruct
 10. Record of Border Row Isolation
 11. Trial Site Inspection Report
- Applicants can review the reports (cannot edit) created by trial in charge
- Applicants can review and submit all records created by the trial in-charge to GEAC Secretariat
- GEAC Secretariat views the e-Monitoring Reports submitted by the applicants

II. Creating the Trial in-charge login for a Confined Field Trial Site Location

Login to GEAC website <http://geacindia.gov.in/index.aspx> with the Application Login Credentials
After successful login, you will be presented with the Applicant Dashboard

1. Create a new Confined Field Trial Site Location/ trial in-charge login:



- On the Left side navigation bar click on the “**e-Monitoring Dashboard**”
- A list of Permitted Applications will appear
- Click on the “**MANAGE LOCATIONS**” button
- A list of all the locations created for the selected Permitted Application will appear.
- Click on the “**ADD NEW LOCATION**” button. A form will appear to ‘create a new Confined Field Trial Site Location’ as given below.

The screenshot displays the 'Add Trial Location' form within the GEAC application system. The form is titled 'Application for Confined Field Trial of by (Applicant)'. It includes a header with the GEAC logo and navigation links. The form contains several sections for data entry:

- User Information:** Fields for Username (auto-generated), Password, Confirm Password, Address, City, State/Location (dropdown), Pin, and Phone.
- Trial Site Details:** Fields for Trial Site Size, Type of Trial, Plant Being Tested, and Tract.
- Trial Incharge Details:** Fields for Name, Organisation, Address, Phone, Mobile, Fax, and Email.
- Attachments:** Three sections for uploading files: Attachment 1 (No-Objection Certificate (NOC) from State Government), Attachment 2 (Trial Site Map), and Attachment 3 (Additional File Attachment). Each section includes a 'Choose File' button and an 'Upload File' button.
- Remarks:** A text area for providing additional information.

At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons. The footer of the page contains copyright information for 2017 and the Ministry of Environment, Forests & Climate Change.

2. Enter the required details and click **Submit**.

3. After successful submission of the form, a unique username for the new Trial Site will be created automatically and displayed on the next screen. Save the details “Username and Password (created by you)”. Applicants will need to share the details with the respective Trial In-charge to enable them to create e-Monitoring reports and submit for your review.

2. Trial In-Charge Login to e-Monitoring System:

To login to the GEAC e-Monitoring system: Under “**APPLICANT LOGIN**”, Click the Button “**TRIAL IN-CHANGE/E-MONITORING LOGIN**” enter the Trial In-charge Username, Password, and Captcha code; then click **Login**.

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Trail In-Charge Login

Username:

Password:

[Forget Password?](#)

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LOGIN

Is this your first time?

Hi! To submit the e-Monitoring Recording Formats online, you'll need a trial In-charge account for yourself, which will be created by the applicant for you. Here are the steps:

Applicants, whose applications are permitted for Confined Field Trials (CFT) would be able to create login credentials for Trial In-charge(s)

If you are a Trial in-charge and facing problem, you may contact the Applicant to get your problem resolved

Download [User Manual](#) for Genetic Engineering Appraisal Committee (GEAC) e-Monitoring System

III. Creating and submitting reports by Trial In-charges

The Home page of GEAC e-Monitoring system helps trial in-charge to:

- Create a new report/ recording format by **“Create/ Submit e-Monitoring Reports”**
- To edit the reports in draft and to view the Submitted Reports/ Recording Formats

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e-Monitoring Recording Formats

Application for Confined Field Trial of (Vero iste non fugiat Nam earum ut molestias dolorem quas adipisci quis non maiores) { (GM Crops -- Mohammad George (Mannix Roberts)) (Explicabo Consectetur omnis aperiam sit ut dolores dui doloremque nostrum odio ad eum unde numquam) for (Nulla dolores omnis libero voluptas voluptate repudiandae cillum quae quia architecto quia perspiciatis error quia non consectetur fugiat sunt) by (TechVertices)

Address: Test City: Delhi
State(Location): DELHI Permit No:
Location Id: TI30672018DL1

WELCOME TO THE E-MONITORING SYSTEM FOR CONFINED FIELD TRIALS OF REGULATED GE PLANTS.

The applicants who have received permission from GEAC to conduct confined field trails are required to submit recording formats for regulatory compliance.

[SUBMIT E-MONITORING REPORTS](#)

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Steps to create a new e-Monitoring Report/ Recording Format

GEAC e-Monitoring helps Trial In-charge new e-Monitoring Report/ Recording Format. Follow the steps given below:

1. Login to the e-Monitoring Dashboard for Trial In-charge
2. Click on **" Create/ Submit e-Monitoring Reports"**
3. Select the report/ recording format you want to create
 - Record of Transport
 - Record of Storage
 - Record of Storage Inspection
 - Record of Planting
 - Record of Spatial Isolation
 - Record of Harvest/ Termination
 - Record of Harvest - Monitoring
 - Record of Corrective Action
 - Record of Early Crop Destruct
 - Record of Border Row Isolation
 - Trial Site Inspection Report
4. A new form will appear for the selected Recording Format.

Dashboard

eMonitoring

Submit eMonitoring Reports

Logout

RECORD OF TRANSPORT

Application for Confined Field Trial by (Applicant)

Address: City: Delhi
 State(Location): DELHI Permit:
 Location Id: T3*****DL1

INSTRUCTIONS:

- This Record of Transport should be completed for every consignment of regulated transgenic plant material.
- For consignment of a single item of regulated plant material, complete only the information on this page. For consignments of multiple items, complete and affix one or more copies of the inventory list on page 2.
- Following completion of this record by the Transport-in-Charge, one copy should be forwarded to the recipient. Following completion of this record by the recipient, one copy should be returned to the Transport-in-Charge and one copy should be forwarded to the Permitted Party.
- In the event of an accidental release during shipment, the Permitted Party should be notified immediately by telephone and facsimile.

1. PERMITTED PARTY

Name: Organization:

Address:

Telephone: Fax:

Email:

2. TRANSPORT IN-CHARGE

Name: Organization:

Address:

Telephone: Fax:

Email:

3. RECIPIENT

Name: Organization:

Address:

Telephone: Fax:

Email:

4. REGULATED PLANT MATERIAL IDENTIFICATION

RCGM/GEAC Permit Number:

Form of material: SEED TUBER TRANSPLANTS OTHER

Plant species: No./names of varieties/hybrids/checks:

Specify exact amount of material of each transported var. (g/m/ha):

Identify any treatment of the material:

5. PRE-TRANSPORT DETAILS

Method of Transport: RAIL ROAD AIR SEAP OTHER

Name and contact details of transporter:

Primary container: PLASTIC BAG PAPER BAG OTHER

Type of secondary container: Condition of Secondary Container: NEW USED

Accompanying Documentation

Movement Permit:

Movement Permit - Attachment:

Choose file: No file chosen
 File size should be less than 5 MB.
 Browse the file using the 'Choose File' button. Press the 'Upload File' button to upload the file and continue.

Phytosanitary Certificate:

YES NO

Phytosanitary Certificate Attachment:

Choose file: No file chosen
 File size should be less than 5 MB.
 Browse the file using the 'Choose File' button. Press the 'Upload File' button to upload the file and continue.

Other Details:

Other Attachment - 1:

Choose file: No file chosen
 File size should be less than 5 MB.
 Browse the file using the 'Choose File' button. Press the 'Upload File' button to upload the file and continue.

Other Attachment - 2:

Choose file: No file chosen
 File size should be less than 5 MB.
 Browse the file using the 'Choose File' button. Press the 'Upload File' button to upload the file and continue.

Other Attachment - 3:

Choose file: No file chosen
 File size should be less than 5 MB.
 Browse the file using the 'Choose File' button. Press the 'Upload File' button to upload the file and continue.

Shipment Verification

Signature of Designated Official Facility @ ATTEST THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF:

Date:

6. RECEIPT OF SHIPMENT

Receipt of Shipment - Remarks:

(You need to download the sample format, print it, fill it and upload it below - Sample Format)

Receipt of Shipment - File Attachment:

Choose file: No file chosen
 File size should be less than 5 MB.
 Browse the file using the 'Choose File' button. Press the 'Upload File' button to upload the file and continue.

7. REGULATED TRANSGENIC PLANT MATERIAL INVENTORY LIST

RCGM/GEAC Permit Number:

5. After filling the necessary details, upload required documents, and click “**Save and Continue**”
6. Preview: Trial In-charge can Preview the details filled and take a print for review before submitting the Newly Created Recording format to the Applicant for there review
7. Once the Recording format is submitted to the applicant, Trial In-charge cannot edit any information added to the recording format.
8. The newly added Recording Format form gets listed on the "**e-Monitoring Reports**" section of the Trial In-Charge Dashboard.

RECORD OF PLANTING

Reports in Draft

ADD NEW RECORD OF PLANTING

No Reports Added

Submitted Reports

S.No.	Submit Date	Action
1	22, Jul 2018	VIEW REPORT

To create and submit other Monitoring Recording Formats

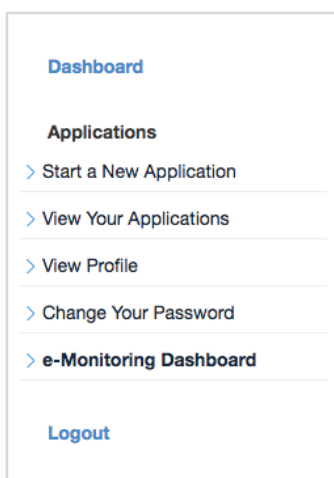
- You can create and submit all the e-Monitoring Recording Formats (RS-1 – RF-11) in a similar way.
- For this, select the required format in Step 3 of “**Creating and submitting reports by Trial In-charges**”, and proceed in the similar way.
- Though the required details may vary slightly in different Forms, you can fill the Forms accurately just by reading the on-screen instructions.

To view submitted e-Monitoring Reports/ Recording Formats

- The Home page of the GEAC e-Monitoring Dashboard for Trial In-Charge displays all the saved Recording Formats in draft. To edit a Recording Formats in draft, click the “**Edit**” button next to the Recording Formats in draft. Now you can edit the required details and finally save the changes.
- Trial In-charge can also preview print and download the saved/ submitted Recording Formats
- The Submitted Recording Formats gets listed under the " **SUBMITTED REPORTS**" on the Trial In-charge Dashboard.

IV. Primary Applicant Action: Viewing of the reports created by trial incharges and Submitting to the GEAC

Login to GEAC website <http://geacindia.gov.in/index.aspx> with the Application Login Credentials
After successful login, you will be presented with the Applicant Dashboard



- On the Left side navigation bar click on the “**e-Monitoring Dashboard**”
- A list of Permitted Applications will appear
- Click on the “**MANAGE LOCATIONS**” button. A list of all the Trial Site Locations for the selected permitted application.
- Click on the “**SHOW REPORTS**” button next to the trial site to view the reports created by the trial in-charge.
- All the reports created for different recording formats will be displayed here. The Applicant can click the “**VIEW REPORT**” button next to the report to view the details created by the Trial In-charge.
- If all the information updated by the Trial In-charge appears correct, the report can be submitted to GEAC by clicking “**SUBMIT TO GEAC**” button.
- Reports submitted to GEAC will appear under the tab “**SHOW REPORTS SUBMITTED TO GEAC**”
- If all the information updated by the Trial In-charge is not correct, click the “**RESET FOR EDIT**” button. This will allow the Trial In-charge to edit the particular report.

V. To change the Trial In-charge password

As the Primary Applicant created the Trial In-charge login, the trial in-charge cannot change their password by themselves. They would need to request the same to the primary applicant. The primary applicant can reset their password using the “EDIT LOCATION” button on the Manage Trial Site Locations page.

VI. To logout of the GEAC e-Application/ e-Monitoring system

Users can logout the GEAC e-Application/ E-Monitoring from the menu bar. To logout: Click “Logout” in the menu bar

VII. Getting additional help

If you need more help in filling up the application or using the GEAC e-Application, you can write to us at geac.secretariat@gov.in.