

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".

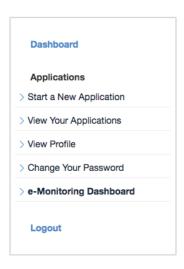
The e-monitoring system is to supplement existing mechanisms and doesn't replace any compliance requirements or monitoring process.

- 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

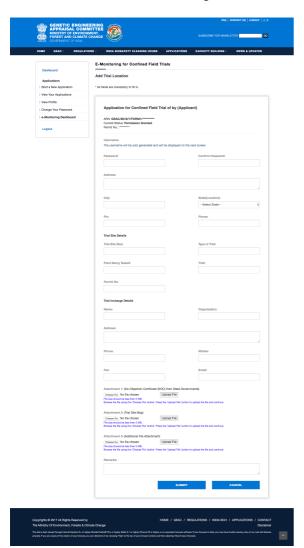
II. Creating the Trial in-charge login for a Confined Field Trial Site Location

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:



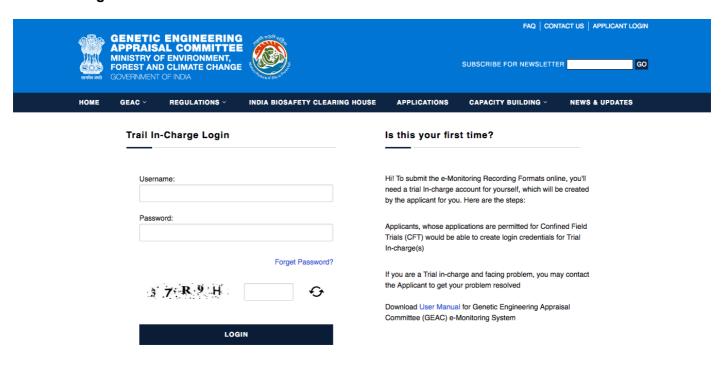
- On the Left side navigation bar click on the "e-Monitoring Dashboard"
- · A list of Permitted Applications will appear
- Click on the "MANAGE LOCATIONS" button
- A list of all the locations created for the selected Permitted Application will appear.
- Click on the "ADD NEW LOCATION" button. A form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



- 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.

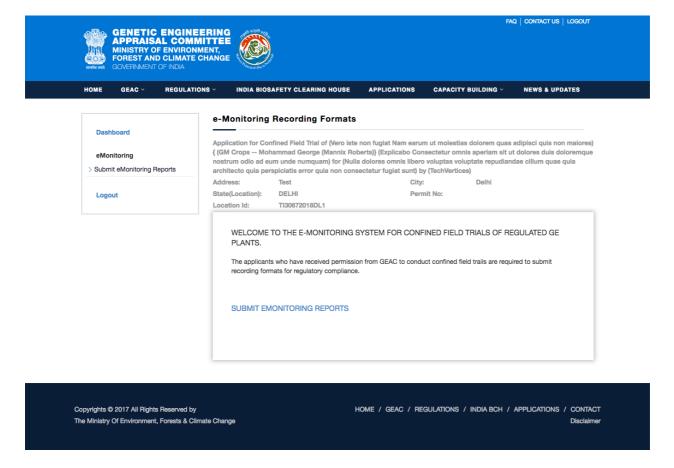


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Disclaimer

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



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.

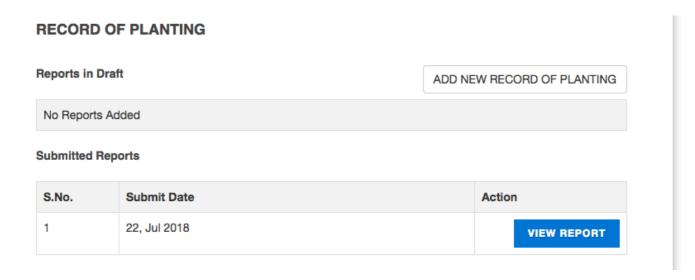
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- 5. After filling the necessary details, upload required documents, and click "Save and Continue"
- 6. Preview: Trial In-charge can Preview the details filled and take a print for review before submitting the Newly Created Recording format to the 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.



To create and submit other Monitoring Recording Formats

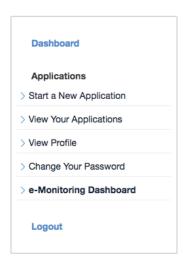
- You can create and submit all the e-Monitoring Recording Formats (RS-1 RF-11) in a similar way.
- For this, select the required format in Step 3 of "Creating and submitting reports by Trial Incharges", and proceed in the similar way.
- Though the required details may vary slightly in different Forms, 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 Incharge 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 crested 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 there 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.