



Australian Government

Department of Health and Ageing
Office of the Gene Technology Regulator

Annual Inspection Checklist for PC 2 Animal Facility

Please Note

- The use of this checklist proforma is **not** mandatory in order to satisfy the annual inspection requirement of Condition 4 of Part B of the *Guidelines for Certification of a Physical Containment Level 2 Animal Facility Version 3.1 - 1 July 2007* (the Guidelines). A completed copy of this proforma will be accepted by the OGTR as an annual inspection report for assessment of the facility's compliance for a certified facility under Condition 4, but the proforma is **not** intended to be the **only** acceptable format for the report. Rather, it is provided to assist those who find it convenient to use in the annual inspection of certified facilities for compliance with the conditions of certification (as outlined in Part B of the Guidelines).
- **Please do not send this report to the OGTR unless specifically requested.**

About Completing this Proforma

This proforma is based on the usual conditions of certification as detailed in the Gene Technology Regulator's *Guidelines for Certification of a Physical Containment Level 2 Animal Facility Version 3.1 - 1 July 2007*.

- Where an exemption or variation to one or more conditions of certification has been approved by the Regulator (or delegate) then inspection must be made against the conditions as approved on the instrument of certification for the facility.
- In such cases you can make a note in the space provided and report on compliance against the variation to the usual condition that is detailed on the proforma.
- If answering '**No**' to a condition for which there is no exemption or variation, please make a comment about the reason for the non-compliance and any actions being taken to rectify the situation. A request for a variation may be necessary.

Facility name:	
Inspected by:	Date:
	OGTR Identifier number:

Facility and fitting conditions					
		Yes	No	N/A	Notes
Facility	Fully enclosed space bounded by walls, doors, windows, floors and ceilings				
Anteroom	Facility has an anteroom and entry to the facility is via the anteroom				
	If dealings have the potential to be disseminated by arthropods – anteroom has strategies in place to prevent entry and exit of arthropods				
Boundaries	Facility boundaries are designed to prevent escape of the animals being contained				
Drainage exits	Fitted with barriers to prevent arthropods or animals entering or escaping via the drains				
Facility alterations	Are there any significant structural changes that may affect containment?				

Dealings involving GM micro-organisms
 (these conditions must also be met if any of the dealings in the facility involve GM micro organisms)

		Yes	No	N/A	Notes
Openings	Openings in the walls, ceiling or roof are filtered at the facility boundary or screened with fine mesh screens to prevent entry or exit of arthropods or animals				
Surfaces	Smooth, impermeable to water, cleanable and resistant to damage by cleaning agents used in the facility				
Open spaces under benches and equipment	Accessible for decontamination				
Decontamination of hands	Hands free washbasin fitted OR				
	Other means of decontamination of hands (eg: dispensers containing decontaminant solution)				
Eyewash	Equipment provided and maintained				

		Yes	No	N/A	Notes
Aerosol containment	PC2 GM dealings produce aerosols				
	Aerosols are contained in a BSC or other equipment specifically approved in writing				
	If BSC Class I or II used to contain the aerosols:				
	BSC inspected and tested at least once within last 12 months				
	Certificate of test results and date of next test affixed to side of cabinet				
Heat based decontamination equipment	Validated monthly				
	Calibrated annually				
Backflow prevention	If installed at time of certification – maintained and tested annually (if testable)				
	Risks have altered and/or been reviewed				
	Backflow prevention is required to be installed due to new risks				

General Conditions					
		Yes	No	N/A	Notes
Ownership of facility	Certification holder owns or has authority to maintain facility and fittings				
	If no – has owner failed to carry out or refused to carry out required maintenance				
Signs	OGTR signage and biohazard signs affixed to access door/s (signs are on or near access door/s and able to be clearly seen by persons entering facility)				
Disinfectant	Supply suitable for use against the GMOs dealt with in the facility available				
Pests	Control strategy in place				
Obligations of the certification holder in respect to the users of the facility					
Authorised persons	Facility access restricted to authorised persons (as described in Part B, conditions 8 to 16, of the <i>Guidelines for Certification of Physical Containment Facilities PC2 Animal Facility Version 3.1 – issued 1 July 2007</i>)				
Behavioural Requirements					
Training	Persons conducting dealings with GMOs in the facility have been trained in the behavioural requirements (as listed in Part C of <i>Guidelines for Certification of Physical Containment Facilities PC2 Animal Facility Version 3.1 – issued 1 July 2007</i>)				