



Checklist for a Physical Containment Level 2 (PC2) Animal Containment Facility

(The Gene Technology Regulator's *Guidelines for Certification of Facilities/Physical Containment Requirements* applies)

Facility Name:.....

Certification Number:.....

IBC Name:.....

OGTR IBC Number:.....

Name(s) and signature(s) of person(s) inspecting the facility (please print name clearly):

Date of check:.....

Time taken to complete this form:

Hours		Minutes	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Conditions for a PC2 Animal Containment Facility

Please circle the appropriate answer for the following questions in relation to the current conditions within the specified PC2 Animal Containment Facility.

If you answer 'No' or 'Not applicable' to any of the following questions you must provide an explanation in the 'Details' section allocated. If you require more space, please attach the information and indicate that you have added an attachment.

Note: If this inspection is carried out prior to certification of the facility please indicate your intentions for when the facility will be operating as a PC2 Animal Containment Facility in the 'details' section provided.

Facilities

1. Is the facility labelled with the following adhesive signs as supplied by the OGTR:

(a) a Physical Containment Level 2 (PC2) sign on the outside of the facility door or the anteroom door?

DETAILS:

Yes / No

(b) a biohazard symbol on the outside of facility access door or the anteroom door?

DETAILS:

Yes / No

(c) a PC2 Facility Practice sign prominently displayed inside the facility?

DETAILS:

Yes / No

Note: If you have answered 'No' for any of the above questions, please state below the number and type of signs you require?

2. Is the facility a fully enclosable space contained within walls, doors, windows, floors and ceilings?

DETAILS:

Yes / No

3. Does the facility have an anteroom and is entry to the facility through the anteroom?

Yes / No

DETAILS:

4. Are emergency exits used only in emergencies?

Yes / No

DETAILS:

5. Are facility doors and doorways designed to prevent the escape of the animals contained within the facility?

Yes / No

DETAILS:

6. Are walls, floors, ceilings and benches smooth, impermeable to water, cleanable, and resistant to the cleaning agents and/or disinfectants used in the facility?

Yes / No

DETAILS:

7. Is all facility furniture, including seating, washable?

Yes / No

DETAILS:

8. Are openings in the walls, ceiling or roof, such as vents and air conditioning or ventilation inlets and outlets, screened with rodent proof mesh?

Yes / No

DETAILS:

9. Where a dealing being conducted in the facility involves animals infected with an agent capable of being transmitted by arthropods, are strategies in place to prevent the arthropods from entering or leaving the facility?

Yes / No / Not applicable

DETAILS:

10. If the facility has drainage exits, are they fitted with barriers (for example: floor wastes or mesh) to prevent rodents or any other animal from entering the facility via the drains and to prevent the escape of animals from the facility?

Yes / No / Not applicable

DETAILS:

11. Where a dealing being conducted in the facility involves animals infected with an agent capable of being transmitted by arthropods, are the drains also screened or designed to

prevent arthropods from entering or leaving the facility via the drains? (For example, by use of "s" bends so the drain is permanently filled with water.)

Yes / No / Not applicable

DETAILS:

12. Are the joints between structural components of the facility sealed?

Yes / No

DETAILS:

13. Is a wash basin, fitted with a basin mixer of the hands-free operation type, provided for hand washing within the facility?

Yes / No

DETAILS:

14. Are eye wash facilities (either a plumbed eye wash facility or single-use packs of sterile eye irrigation fluids) provided within the facility?

Yes / No

DETAILS:

15. Are eye wash facilities used and maintained in accordance with the manufacturer's instructions?

Yes / No

DETAILS:

16. Does the facility contain a pressure steam steriliser (autoclave) or have an autoclave that is accessible to facility users? (If the autoclave is not located in the facility, it is preferable that it be located within the same building as the facility.)

Yes / No

DETAILS:

17. Is there designated storage or hanging provisions for protective clothing available within the facility or the anteroom?

Yes / No

DETAILS:

18. Is there a supply of disinfectants for decontamination purposes available in the facility?

Yes / No

DETAILS:

19. Are the above-mentioned disinfectants clearly labelled with the contents and, where necessary, the expiry date?

Yes / No

DETAILS:

20. Are all open spaces between and under benches, cabinets and equipment accessible for cleaning?

Yes / No

DETAILS:

Personal Protective Clothing and Equipment

21. Is protective clothing, to protect the front part of the body, worn by all persons performing procedures in the facility?

Yes / No

DETAILS:

22. Do all persons performing procedures in the facility wear closed footwear?

Yes / No

DETAILS:

23. Is protective clothing always removed before leaving the facility? (This may be in the anteroom.)

Yes / No

DETAILS:

Containment Equipment

24. Does the facility contain a biological safety cabinet, or other equipment specifically approved in writing by the Regulator that is designed to contain aerosols? (Only applicable if procedures that generate aerosols containing GMOs are to be performed in the facility.)

Yes / No / Not applicable

If the answer is "no", but a biological safety cabinet in another certified facility is used, please outline details of the location of that biological safety cabinet (ie. room and facility certification number).

DETAILS:

25. Is the installation, use and decontamination of the biological safety cabinet in accordance with the requirements of AS/NZS 2647: "*Biological safety cabinets - Installation and use*"?

Yes / No / Not applicable

DETAILS:

26. Is the Biological Safety Cabinet tested at least every 12 months by a NATA accredited organisation and is the cabinet labelled to show its test status?

Yes / No / Not applicable

DETAILS:

Work Practices

27. Are all requirements for a PC2 Animal Containment facility specified in the Certification Instrument issued by the Regulator complied with at all times, even if the work being performed in the facility involves organisms that are not GMOs? (If this inspection is carried out prior to certification of the facility, do you intend to comply with the above mentioned requirements? Please provide an explanation in 'details' section below.)

Yes / No

DETAILS:

28. Is access to the facility restricted to authorised persons and/or authorised classes of persons?

Yes / No

DETAILS:

29. Are facility doors closed while work is being undertaken in the facility and locked when the animals are not under supervision?

Yes / No

DETAILS:

30. Are all windows closed and locked while GM animals or animals containing GMOs are in the facility?

Yes / No

DETAILS:

31. Are all facility personnel trained in the requirements of the OGTR PC2 Animal Containment Facility Guidelines?

Yes / No

DETAILS:

32. Are only trained personnel permitted to clean contaminated equipment or surfaces, or handle hazardous material?

Yes / No

DETAILS:

33. Do facility personnel indicate to the certification holder that they fully understand their training in OGTR requirements by signing a record of their training after completion and is a record of those trained kept and available if requested?

Yes / No

DETAILS:

-
34. Are all procedures that generate aerosols containing GMOs performed in a biological safety cabinet, or other equipment designed to contain aerosols specifically approved in writing by the Regulator?

Yes / No / Not applicable

DETAILS:

-
35. Is bedding material and waste from infected animal cages or pens handled in a manner that minimises the creation of aerosols?

Yes / No

DETAILS:

-
36. Are procedures in place to report any unintentional release of GMOs from the facility to the Regulator as soon as practicable?

Yes / No

DETAILS:

-
37. Are all work benches, surfaces and equipment where procedures have taken place decontaminated immediately after any spills containing viable GMOs and when procedures using GMOs are completed?

Yes / No

DETAILS:

-
38. Are all work surfaces and equipment, in relevant areas of the facility, decontaminated before maintenance is carried out?

Yes / No

DETAILS:

-
39. Is all equipment or protective clothing, pens, cages, bedding and wastes contaminated with GM microorganisms decontaminated by steam sterilisation (autoclaving), chemical treatment, incineration or any other method approved in writing by the Regulator?

Yes / No

DETAILS:

40. Is the chemical disinfectant treatment mentioned above in accordance with Appendix E of Australian/New Zealand Standard 2243.3:2002 *Safety in laboratories – Part 3: Microbiological aspects and containment facilities*?

Yes / No / Not applicable

DETAILS:

41. Are carcasses of animals infected with GM microorganisms or GM animals infected with infectious agents decontaminated by steam sterilisation (autoclaving), incineration or any other method approved in writing by the Regulator?

Yes / No

DETAILS:

42. Is incineration performed in a high temperature, high efficiency EPA-approved incineration facility?

Yes / No / Not applicable

DETAILS:

43. Where a pressure steam steriliser (autoclave) is used for decontamination:

(a) Are provisions made to allow for the penetration of steam into the container during autoclaving?

Yes / No / Not applicable

DETAILS:

(b) Is the coldest part of the load exposed to a minimum temperature of 121°C for at least 15 minutes?

Yes / No / Not applicable

DETAILS:

(c) Are measures taken to ensure that loads that have been processed can be differentiated from loads that have not? (For example, autoclave tape).

Yes / No / Not applicable

DETAILS:

(d) Is the temperature of each cycle monitored by use of one of the following means: a thermocouple and recorder; a maximum thermometer; a chemical indicator; spore strips; or readings from the autoclave panel?

Yes / No / Not applicable

DETAILS:

(e) Is the effectiveness of decontamination by the pressure steam steriliser (autoclave) used by the facility tested at least every month?

Yes / No / Not applicable

DETAILS:

(f) Is a notice posted on, or adjacent to, the autoclave indicating the result of the above-mentioned test and the date of the test?

Yes / No / Not applicable

DETAILS:

44. Are all GMOs, and waste potentially contaminated with GMOs, that are being transported out of the facility transported in accordance with the "*Guidelines for the Transport of GMOs*"?

Yes / No

DETAILS:

45. Are animals and plants that are not used in work being performed in the facility decontaminated by steam sterilisation (autoclaving), incineration, or any other method approved in writing by the Regulator prior to removal from the facility?

Yes / No / Not applicable

DETAILS:

46. Are viable animals prohibited from being removed from the facility, except if they are to be transported to a containment facility certified by the Regulator to equivalent or higher containment level?

Yes / No

DETAILS:

47. Are animals transported in accordance with the "*Guidelines for the Transport of GMOs*"?

Yes / No

DETAILS:

48. Are all animal cages or containers labelled to enable identification of the animals being contained and to indicate the number of animals in the containers?

Yes / No

DETAILS:

49. Are all large animals clearly marked so they can be readily identified? (For example: with a tattoo, permanent tag, microchip or permanent brand.)

Yes / No / Not applicable

DETAILS:

50. Is eating, drinking, smoking, shaving and applying cosmetics prohibited in the facility?

Yes / No

DETAILS:

51. Is food or drink intended for human consumption prohibited from being brought into or stored in the facility?

Yes / No

DETAILS:

52. Is long hair tied back, or covered with a hair net to avoid contamination, when the work of the facility involves animals inoculated with infectious agents?

Yes / No

DETAILS:

53. Are cuts and abrasions on the skin of facility personnel always covered while working in the facility?

Yes / No

DETAILS:

54. Are reading/writing material and computers essential to procedures performed within the facility the only such items used on work benches where procedures are performed?

Yes / No

DETAILS:

55. Is reading and writing material prohibited from being used inside a biological safety cabinet?

Yes / No

DETAILS:

56. Where possible does the facility provide and use dedicated reading/writing areas?

Yes / No

DETAILS:

57. Do persons who have been performing procedures in the facility always wash or decontaminate their hands immediately before leaving the facility or before using any dedicated facility reading/writing areas?

Yes / No

DETAILS:

58. Is the facility and equipment in the facility maintained so that the facility meets the "Guidelines for Certification of Facilities/ Physical Containment Requirements"?

Yes / No

DETAILS:

59. Are strategies in place to ensure that the facility is free of pests and is a record of the program and dates of specific activities kept and available if requested?

Yes / No

DETAILS:
