



# Checklist for a Physical Containment Level 2 (PC2) Plant Containment Facility

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

Facility Name:.....  
 .....

Certification Number:.....

IBC Name:.....

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 |  |
|-------|--|---------|--|
|       |  |         |  |

## Conditions for a PC2 Plant Containment Facility

Please circle the appropriate answer for the following questions in relation to the current conditions within the specified PC2 Plant 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 Plant Containment Facility in the 'details' section provided.

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### 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(s) or the anteroom door(s)?

DETAILS:

Yes / No

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

DETAILS:

Yes / No

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(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?

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2. Is the facility a fully enclosable, fixed structure with walls, a roof and a floor?

DETAILS:

Yes / No

3. (a) Does the facility have lockable doors?

Yes / No

DETAILS:

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(b) Is the facility designed to prevent the entry of surface run-off water?

Yes / No

DETAILS:

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4. Is the ground surrounding the facility kept free of plants? (For example, by paving the area or laying down gravel and using a herbicide regime.)

Yes / No

DETAILS:

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5. Are the transparent sections of the facility made of glass, polycarbonate sheeting, or other similar durable material? (It is not permitted to use flimsy materials, such as shade cloth or thin film plastic sheeting, or a combination of flimsy materials, as the only outer cladding of transparent sections.)

Yes / No

DETAILS:

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6. Are transparent sections of the facility impact resistant or protected from impact?

Yes / No

DETAILS:

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

Yes / No

DETAILS:

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8. Is the anteroom fitted with a system to kill arthropods that gain entry? (For example, sticky pest strip, automatic insecticide aerosol dispenser or high voltage electrical insect trap.)

Yes / No

DETAILS:

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9. Are the insides of the walls and roof, and the benches impermeable to water and resistant to the cleaning agents and/or disinfectants used in the facility?

Yes / No

DETAILS:

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

Yes / No

DETAILS:

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11. Are the floors of the facility made of concrete or some alternative durable, impervious material?

Yes / No

DETAILS:

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12. Are openings in the walls, ceiling or roof screened with fine mesh screens having apertures of 0.56 mm and a wire diameter of 0.28 mm?

Yes / No

DETAILS:

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13. Is the above-mentioned mesh made of a material mechanically strong enough to withstand the airflow load, remain undamaged with regular cleaning, resist corrosion and resist attack by insects?

Yes / No

DETAILS:

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14. If the facility has drainage exits, are they fitted with wire mesh to prevent entry of rodents and insects?

Yes / No / Not applicable

DETAILS:

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15. Where the work of the facility involves GM micro-organisms, are the drains fitted with disinfectant traps or is the run off contained, prevented from entering the drains, and treated as waste?

Yes / No / Not applicable

DETAILS:

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16. Is a wash basin provided, either in the anteroom or inside the facility? (Where the entry to the plant containment facility is through another containment facility certified by the Regulator to PC2, the wash basin may be located in the adjoining certified PC2 facility.)

Yes / No

DETAILS:

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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 if the work of the facility involves GM micro-organisms?

Yes / No / Not Applicable

DETAILS:

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

Yes / No

DETAILS:

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

Yes / No

DETAILS:

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### **Personal Protective Clothing and Equipment**

21. Is protective clothing (for example: laboratory coats or overalls) worn by all persons performing procedures in the facility?

Yes / No

DETAILS:

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22. Is protective clothing always removed before leaving the facility?

Yes / No

DETAILS:

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### **Work Practices**

23. Are all requirements for a PC2 Plant 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:

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

Yes / No

DETAILS:

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25. Are all facility personnel trained in the requirements of the OGTR PC2 Plant Containment Facility guidelines?

Yes / No

DETAILS:

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26. Are only trained personnel permitted to clean contaminated equipment or surfaces, or handle waste that contains GM micro-organisms or material capable of regenerating GMOs?

Yes / No

DETAILS:

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27. 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:

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

Yes / No

DETAILS:

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29. Are work benches, surfaces and equipment, where procedures involving GM micro organisms have taken place, decontaminated immediately after any spills, and when procedures using GM micro-organisms are completed?

Yes / No

DETAILS:

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30. Are work benches, surfaces and equipment that have collected any material capable of regenerating GMOs cleaned regularly?

Yes / No

DETAILS:

31. Are all surfaces and equipment, in relevant areas of the facility, that may contain GM micro organisms, or material capable of regenerating GMOs, decontaminated before maintenance is carried out?

Yes / No

DETAILS:

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32. Are plants infected with GMOs and material potentially contaminated with GM micro organisms or that contain reproductive material of GM plants (including soil and other growth media, waste resulting from a GMO dealing, and equipment):

- rendered biologically inactive by one of the following methods before disposal:
  - (a) pressure steam sterilisation (autoclaving); or
  - (b) super heated (non-pressurised) steam; or
  - (c) any other method approved in writing by the Regulator?

Yes / No

DETAILS:

OR:

- disposed of by incineration in a high temperature, high efficiency, EPA-approved incineration facility?

Yes / No

DETAILS:

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33. Are GM plants, micro-organisms and any reproductive material of GM plants that would survive treatment by non pressurised super heated steam as per Question 32:

- killed by one of the following methods before disposal;
  - (a) pressure steam sterilisation (autoclaving); or
  - (b) any other method approved in writing by the Regulator?

Yes / No

DETAILS:

OR:

- disposed of by incineration in a high temperature, high efficiency, EPA-approved incineration facility?

Yes / No

DETAILS:

34. 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:

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- (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:

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- (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:

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- (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:

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- (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:

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- (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:

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35. Where superheated non-pressurised steam is used for decontamination:

- (a) Are provisions made to allow for the penetration of steam into the load?

Yes / No / Not applicable

DETAILS:

(b) Is the coldest part of the load exposed to a minimum temperature of 98° C for at least 2 hours, or a minimum temperature and time approved in writing by the Regulator?  
Yes / No / Not applicable

DETAILS:

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(c) Are measures taken to ensure that loads that have been processed can be differentiated from loads that have not?  
Yes / No / Not applicable

DETAILS:

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(d) Are thermocouples used to record temperatures?  
Yes / No / Not applicable

DETAILS:

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(e) Are thermocouples calibrated to ensure that they indicate the correct temperature?  
Yes / No / Not applicable

DETAILS:

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(f) Are the intervals between calibrations sufficiently frequent to provide confidence that routine cycles of the steam steriliser achieve the desired temperature?  
Yes / No / Not applicable

DETAILS:

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(g) Are records of such calibrations kept for inspection for at least 12 months?  
Yes / No / Not applicable

DETAILS:

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36. Are 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:

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37. 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

DETAILS:

38. Is viable plant material prohibited from being removed from the facility, except if it is removed for one of the following reasons and the material, except where exempted in (d), is transported in accordance with the "*Guidelines for the Transport of GMOs*".

- (a) it is to be transported to a containment facility certified by the Regulator to equivalent or higher containment level; or
- (b) it is to be transported to another location for disposal or treatment prior to disposal; or
- (c) it is to be transported to another site for a release subject to a licence for a Dealing Involving the Intentional Release of a GMO into the environment (DIR); or
- (d) written permission has been given by the Regulator for an exemption to this requirement in respect of non GM plants kept in growth cabinets, that have been clearly labelled, in facilities where no GM micro organisms have been used and where there has been no possibility of cross-contamination or cross-fertilisation .

Yes / No

DETAILS:

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39. Are GMOs or organisms infected with GMOs are stored outside the facility in a storage unit, (ie. freezer, fridge, controlled temperature room or other controlled temperature container):

Yes / No

DETAILS:

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If yes:

(a) Is the storage unit locked when not in use or is access restricted to the room or area where the storage unit is located?

Yes / No

DETAILS:

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(b) Does it have a biohazard symbol posted on it?

Yes / No

DETAILS:

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(c) Are the GMOs or organisms infected with GMOs being stored outside the facility double-contained?

Yes / No

DETAILS:

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(d) Is the primary container sealed and unbreakable?

Yes / No

DETAILS:

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(e) Is the primary container stored in an unbreakable secondary container and clearly labelled?  
Yes / No

DETAILS:

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(f) Is the transport of material between the facility and the storage unit in accordance with the  
"Guidelines for the Transport of GMOs"?

Yes / No

DETAILS:

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(g) Are gloves worn while transferring primary containers between the storage unit and the  
secondary container used for transport?

Yes / No

DETAILS:

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(h) Are procedures in place to report spills during storage outside the facility or transfer to the  
storage unit to the Regulator as soon as practicable?

Yes / No

DETAILS:

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(i) Are procedures in place to decontaminate spilt material and the area?

Yes / No

DETAILS:

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

Yes / No

DETAILS:

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

Yes / No

DETAILS:

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42. Are hands always washed with soap and water before leaving the facility?

Yes / No

DETAILS:

43. 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:

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44. Are regular inspections of the facility, including plants, soils and other growth media, undertaken for the presence of invertebrate pests and for any unwanted micro organisms?

Yes / No

DETAILS:

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45. When unwanted infestations are identified, is the facility treated in order to eradicate the infestation?

Yes / No

DETAILS:

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46. Is a record of unwanted organisms detected, treatments to remove them, and the dates of the treatments, kept and made available if requested?

Yes / No

DETAILS:

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