

# PC3 Plant House IBC Checklist



Office of the Gene Technology Regulator

THERAPEUTIC GOODS ADMINISTRATION

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*This checklist is intended as a guide only. Users of this checklist should also familiarise themselves with the Guidelines for Certification / Physical Containment Requirements issued by the Regulator and the instrument of certification for a particular facility.*

<b>Facility (Name + Location):</b>
<b>Person Inspecting:</b>
<b>Type of work conducted:</b>

## Construction/Equipment

Component	Compliance	Y	N	Additional Notes / Description
Floor	Concrete or other substance approved by OGTR			Standard operating practice for cleaning down....
Vents, windows, air supply inlets and outlets	Screened			Description of the types of screens including mesh gauge size if possible...
Structural joints	Sealed			Type of sealant? State of sealant?
Drains	Rodent and insect proof			How.....
Transparent sections	Impact resistant			Describe.....If glass, is it covered by protective screen
	Glass			

Component	Compliance	Y	N	Additional Notes / Description
Entrance	Anteroom			Describe anteroom, washbasin, type of insect control,
	Washbasin			
	Insect control			
	Storage for cover clothing			
Doors	Locked			Observations.....
	Self closing			
Biosafety Cabinet	Available			Describe when biosafety cabinet is used.....Describe maintenance schedule
	Inspected			

### **Procedures**

- It is recommended that IBC representatives question general staff and examine information provided to staff, to obtain procedure information.
- Attachments describing procedures fully should be added if insufficient space is available

Criteria	Compliance	Y	N	Description of Procedure
Entering the facility	Overshoes			
	Cover clothes			
	Hat			
Exiting the facility	Hands washed with soap & water			Describe observations (ie had sink or basin been used recently, did staff do so in your presence etc.)
Sterilising contaminated clothing	Autoclaved then Laundered			Describe process.....

Criteria	Compliance	Y	N	Description of Procedure
Plant and soil materials entering or leaving the facility	Inspected for insect attack			How often....what sort of insects.....describe the sterilisation process for all plants, soils and any equipment.....
	Treated with insecticide			
	Treated with Steam			
	Other sterilising treatment			
Facility spraying	With insecticide during research			How often...records sighted
	At the end of the project			
	Are records kept			
Pest control program				Describe....
Disposal of plant waste (tissue, soil, contaminated containers)	Autoclaved			Description sterilising process and if material needs to be moved for the process how they are transported...
	Steam treatment			
	Incinerated			
Movement of plants and plant tissue from facility	Carried in closed containers			Describe what materials are transported in and where they go...
	Moved to certified facility			

**Training**

Criteria	Compliance	Y	N	Description of What Training Staff Have Received
Training of staff	Are staff trained in OGTR requirements			Training recorded.....records sighted?
	Trained in normal plant house procedures			
	Do IBC authorise use of the facility based on this training			
	Are all staff authorised by IBC			

**Maintenance**

Criteria	Compliance	Y	N	Additional Notes / Description
Plant house inspected regularly by staff / facility manager	Inspection recorded			How often...observations....any problems.....records sited.....
Cleaning	Regularly			How often....by whom.....what is done.....
	Screens			
	Filters			

## Signage

Area	Compliance	Y	N	Additional Notes / Description
Access door	OGTR PC3 stickers			Appropriately displayed.....
	SOPs			
	Emergency / Maintenance procedures			

Additional comments:

Sign:

Date:

Please note:

- 1) When applying for Certification a floor plan or sketch of the facility must also be attached, showing the location of the Biosafety Cabinet, Autoclave (if the autoclave is not in the facility a site map should be attached showing its location relative to the facility, and the route that would be used to transport GM materials to the autoclave), washbasins and gown hooks, and emergency equipment.
- 2) IBC staff conducting this inspection should not be staff of the facility in question.

If you have any questions regarding your obligations as an IBC member please contact the Contained Dealings Evaluation Section of the Office of the Gene Technology Regulator on 1800 181 030 or via email on [www.ogtr.gov.au](http://www.ogtr.gov.au).