

Flinders University Institutional Biosafety Committee (IBC) OGTR PC1 & PC2 Animal Facility Induction Checklist

This checklist must be completed by all new personnel working within an OGTR Certified PC1 or PC2 Animal Facility before commencing any work within the facility.

Name:	Trainer:		
Facility room # & PC Level:	Date:		
Task / Information	Completed		
	Yes	No	N/A
Background Information			
1. Have read the Flinders University Biosafety Manual.			
2. Have been shown the Flinders University Biosafety Website.			
3. Have been provided with relevant information concerning approved dealings & associated risks relevant to the facility.			
Behavioural Requirements (based on Part C of OGTR PC Laboratory Guidelines)			
4. When undertaking work in the facility on non-GMOs, exempt dealings or dealings which may be undertaken at a lower PC level, care is taken to not cross-contaminate with GMO dealings requiring containment. Decontamination and workflow procedures are documented and followed to ensure this.			
5. Except during entry or exit of personnel, doors of the facility are kept closed when work is in progress. Animal barriers must be in place at all times, except when moving trolley or large equipment into or out of the facility.			
6. Handling of GM animals or animals containing GMOs or risk group 2 microorganisms, and any experimental procedures conducted on the animals must be carried out in a way that minimises the chance of escape of the animals and exposure of personnel.			
7. Closed lab gown worn by all personnel working inside the facility.			
8. Lab gowns are removed and hands washed/decontaminated before personnel leave the facility.			
9. Disposable gloves are worn whenever handling GM/risk group 2 microorganisms or viral vectors or animals containing these.			
10. Other PPE (e.g. protective eyewear or face mask) worn as required.			
11. Work surfaces decontaminated at completion of work.			
12. Equipment is decontaminated before being removed from facility, and/or before being serviced by maintenance personnel.			
13. Contaminated lab gowns are taken off as soon as practicable and decontaminated with appropriate disinfectants prior to laundering, reuse or disposal. Lab gowns that are free of GMOs may be washed by normal laundry methods.			
14. All cages containing GM animals or animals containing GMOs must have GMO written on the cage card. Cage cards must allow identification of GM animal strains, any introduced GM or risk group 2 microorganisms & the number of animals.			
15. Animal accounting procedures used within SoMAF must be followed.			
16. Any pests (insects or wild rodents) seen in the facility must be reported to the facility manager.			

17. Floor mopping procedure during entry & exit of facility.			
18. Avoid/minimise creation of aerosols.			
Biosafety Cabinets & IVCs			
19. All work that may produce aerosols containing GM or risk group 2 microorganisms must be conducted in a Class II biosafety cabinet.			
20. Trained in how to operate and decontaminate biosafety cabinet.			
21. For animals containing GM or risk group 2 microorganisms, IVCs are used. Trained in how to use IVC unit as appropriate.			
Transport (refer to relevant transport SOPs available on biosafety website)			
22. GM animals are contained in banded or clipped cages. Animals containing GM or risk group 2 microorganisms are further contained using the lockable PC2 trolley.			
23. Cages are labelled with emergency contact details and sample details. 'GMO' labelled and biohazard symbol attached where required.			
24. Animals are not left unattended during transport.			
25. Live animals must be returned to the PC Animal Facility for holding, and must not be left unattended at any time in PC Laboratories.			
Disposal (refer to disposal SOP available on biosafety website)			
26. Segregation of different types of waste created within the facility – general waste, biohazard waste, other relevant types....			
27. Disinfection / autoclaving / incineration procedure(s) for biohazard waste in the facility (refer to IBC Disposal SOP (on biosafety website) and Appendix F of Australian Standard 2243.3).			
28. Carcasses, cages and/or bedding from animals infected with GM or risk group 2 microorganisms must be autoclaved prior to disposal or reuse.			
Emergency / Unintentional Release / Spill Procedures			
29. Shown location of emergency exits, fire extinguishers, eye wash & safety shower			
30. Have read & understand biohazard spill / unintentional release flowchart & spill clean-up instructions.			
31. Personal contamination / exposure procedures outlined & aware of reporting requirements on FlinSafe.			
32. If a GM animal or animal containing GM or risk group 2 microorganisms escapes within the facility, the animal must be captured and returned to its cage, or euthanised. If the animal contained GM or risk group 2 microorganisms, the facility must be decontaminated after the animal is captured.			
33. If a spill of GM or risk group 2 microorganisms or animal tissue containing GMOs occurs inside the facility, spill procedures must be implemented to decontaminate the spill.			
34. In the event of an escape, unintentional release, spill, leak or loss of GMOs outside of the facility, efforts must be implemented ASAP to locate and/or retrieve GMOs and return them to containment or render them non-viable, & the incident must be reported to the IBC ASAP.			

I acknowledge that I have received training in, and understand the above listed requirements, and agree to comply with these requirements when working within the specified facility / facilities):

Staff/student signature:

Trainer's signature: