

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

This checklist must be completed by all new personnel working within an OGTR Certified PC1 or PC2 Laboratory 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.			
6. Windows are kept closed and locked at all times.			
7. Closed lab gown worn by all personnel working inside the facility.			
8. Lab gowns are removed and hands washed before personnel leave the facility.			
9. Disposable gloves are worn whenever handling GM microorganisms or viral vectors.			
10. Other PPE (e.g. protective eyewear or face mask) worn as required.			
11. Work surfaces and equipment used in direct contact with GMOs are 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 GMOs must be clearly labelled as such (i.e. write 'GMO' on the sample).			
15. Pest inspections and pest management routinely conducted in the facility.			
16. Decontamination agents used in facility for different types of work, & relevant expiry periods and maintenance (where applicable).			
17. Eyewash testing (where applicable).			
18. Avoid/minimise creation of aerosols.			
Biosafety Cabinets			
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.			
Transport (refer to relevant transport SOPs available on biosafety website)			
21. GMOs and/or risk group 2 microorganisms are double contained in sealed, unbreakable containers at all times during transport.			
22. Primary and secondary container is decontaminated before being taken out of facility.			
23. Transport container(s) labelled with emergency contact details and sample details. 'GMO' labelled and/or biohazard symbol attached where required.			
24. GMOs are not left unattended during transport.			
Storage (refer to storage SOP available on biosafety website)			
25. Storage locations outside of the certified facility must be locked.			
26. Records of all GMOs and/or risk group 2 microorganisms stored in the facility are maintained. IBC approval number is recorded in storage records.			
27. All stored items are labelled with emergency contact details and sample details. 'GMO' labelled and/or biohazard symbol attached where required.			
28. GMOs and/or risk group 2 microorganisms are double contained in sealed, unbreakable containers during storage. A fridge/freezer/cupboard can function as the secondary container.			
29. Primary container is decontaminated before being placed in storage.			
Disposal (refer to disposal SOP available on biosafety website)			
30. Segregation of different types of waste created within the facility – general waste, biohazard waste, other relevant types....			
31. Disinfection / autoclaving / incineration procedure(s) for biohazard waste in the facility (refer to IBC approval notice(s), IBC Disposal SOP (as per biosafety website) and Appendix F of Australian Standard 2243.3).			
32. Biohazard waste disposed of via the biohazard (yellow) waste stream is double contained (double-bagged & carried in a tub, bucket or enclosed trolley) when taken to autoclave or mobile yellow bin.			
Emergency / Unintentional Release / Spill Procedures			
33. Shown location of emergency exits, fire extinguishers, eye wash & safety shower			
34. Have been shown & have read biohazard spill / unintentional release flowchart & spill clean-up instructions.			
35. Personal contamination / exposure procedures outlined & aware of reporting requirements on FlinSafe.			
Unique Facility Requirements			

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: