

Flinders University Institutional Biosafety Committee (IBC) OGTR PC2 Plant Facility Induction Checklist

This checklist must be completed by all new personnel working within an OGTR Certified PC2 Plant 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. Only authorised personnel are permitted to enter the facility.			
6. Any windows must remain 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/decontaminated before personnel leave the facility.			
9. Inflorescences on all flowering GM plants must be enclosed in bags designed to prevent escape of viable pollen and seed.			
10. Work surfaces and equipment used in direct contact with GMOs are decontaminated at completion of work.			
11. Equipment is decontaminated before being removed from facility, and/or before being serviced by maintenance personnel.			
12. 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.			
13. All GM plants must have GMO written on the label. The label should also include the relevant IBC reference number.			
14. Plant accounting procedures used in the facility must be followed.			
15. Any pests (insects or wild rodents) seen in the facility must be reported to the facility manager.			
16. Decontamination agents used in facility for different types of work, & relevant expiry periods and maintenance (where applicable).			
Transport (refer to relevant transport SOPs available on biosafety website)			
17. GM plants must be double-contained in sealed, unbreakable containers during transport			

between PC2 facilities.			
18. Containers are labelled with emergency contact details, sample details and 'GMO' label during transport.			
19. GM plants are not left unattended during transport.			
20. GM plants must be returned to a PC2 plant facility for holding, and must not be stored outside of the facility without permission from the OGTR, including in PC2 laboratories. This restriction does not apply to GM seeds, tubers, bulbs, corms or dormant GM stems.			
Disposal (refer to disposal SOP available on biosafety website)			
21. Segregation of different types of waste created within the facility – general waste, biohazard waste, other relevant types....			
22. Disinfection / autoclaving / incineration procedure(s) for biohazard waste in the facility (<i>refer to IBC Disposal SOP (on biosafety website) and Appendix F of Australian Standard 2243.3</i>).			
23. GM plant material or any other waste containing GMOs must be decontaminated prior to disposal.			
24. Soil, growth media, bags and pots that have been used to grown GM plants must be decontaminated by autoclaving prior to reuse or disposal.			
25. In PC2 plant facilities other than the PC2 plant house, all liquid effluent, including run-off, must be decontaminated prior to disposal.			
Emergency / Unintentional Release / Spill Procedures			
26. Shown location of emergency exits, fire extinguishers, eye wash & safety shower			
27. Have read & understand biohazard spill / unintentional release flowchart & spill clean-up instructions.			
28. Personal contamination / exposure procedures outlined & aware of reporting requirements on FlinSafe.			
29. If the PC2 plant facility is damaged in any way that may reduce or prevent containment of GMOs, the facility manager and IBC must be notified. An emergency response kit is available in the anteroom to effect minor, temporary repairs.			
30. 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.			
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: