

# Annual Inspection Checklist for PC 2 Animal Facility

Certification based on AS/NZS2243.3:2010 (PC1/PC2 animal facility requirements)  
& OGTR Guidelines for the certification of a PC2 animal facility v3.2



<b>Facility name:</b>	
<b>Inspected by:</b>	<b>Date:</b>
<b>In the presence of:</b>	<b>OGTR certificate number:</b>

## Obligations of the certification holder in respect to the users of the facility

		Yes	No	N/A	Observations, Evidence
<b>Authorised persons</b>	Facility access restricted to authorised persons				
	Evidence that Authorised persons are trained in the UNSW Gene Tech for Researchers (Behavioural Requirements described in Part C of the OGTR facility Certification guidelines v3.2) <b>OR</b>				
	Evidence that Authorised person (eg Honours student) is to be <i>directly supervised</i> by an appropriate Authorised person				

## Facility and fittings conditions

		Yes	No	N/A	Observations, Evidence
<b>Signage</b>	OGTR signage and biohazard signs are affixed to the outside of all access door/s (signs are on or near access door/s and able to be clearly seen by persons entering facility)				
<b>Anteroom</b>	Facility has an anteroom and entry to the facility is via the anteroom				
	If dealings have the potential to be disseminated by invertebrates – anteroom has strategies in place to prevent entry and exit of invertebrates				
<b>PPE</b>	Is appropriate PPE available and worn by personnel working in the				

	facility? This includes gloves, and protective clothing that protects the front part of the body and forearms.				
	Is there provision for the storage of PPE? (eg eye protection, disposable gloves, P2 masks, coat hooks for gowns)				
<b>Facility</b>	Remains fully enclosed space bounded by walls, doors, windows, floors and ceilings AND windows and doors remain closed while work is being carried out and locked when unattended AND emergency doors ARE NOT used for general facility entry or exit.				
<b>Boundaries, openings and drainage exits</b>	Facility boundaries are designed to prevent escape of the animals being contained				
	Openings in the walls, ceiling or roof are filtered at the facility boundary or screened with fine mesh screens AND drains are fitted with barriers to prevent entry or exit of invertebrates or animals.				
<b>Surfaces</b> ( <i>incl. Furnishings</i> )	Smooth, impermeable to water, cleanable and resistant to damage by any cleaning agents used (include walls, floors, benches, seating, equipment) AND accessible for decontamination.				
<b>Eyewash</b>	Equipment provided and maintained (either plumbed eyewash tested weekly, or single-use packs within use-by date)				
<b>Decontamination of hands</b>	Hands free wash basin fitted <b>and/or</b> other means of decontamination of hands (eg: dispensers containing decontaminant solution)				
	Where present, hand decontaminant solution is within expiry date and labelled with the name of the contents				
<b>Aerosol containment</b>	Are there any proposed dealings with genetically modified micro-organisms that could produce aerosols				
	<b>If yes</b> - BSC installed (Class I or Class II BSC must be installed in accordance with the requirements of AS 2252.4) <b>AND</b>				
	BSC inspected and tested at least once within last 12 months and has passed. Certificate of test results and date of next test affixed				

	to cabinet in a prominent position (list company name & exp date) Note: it is recommended that facility changes the testing service providers every 2-3 years.				
<b>Autoclave</b> (where facility controls the autoclave)	Documentation showing <b>annual calibration, annual boiler inspection</b> and <b>monthly validation</b> AND a log book is maintained recording each run & outcome of validation.				
<b>Labelling of animals</b>	All animals/cages/containers must be labelled to indicate whether they are GMOs or contain GMOs.  Cages or containers must be labelled with the strain and number of animals contained.  Large animals must be clearly, individually identified.				
	A documented system of accounting for the number of animals in the facility must be used and available.				
<b>Labelling and Storage of GMO micro-organisms or tissues</b>	All GM micro-organisms or tissues must be clearly labelled AND stored in sealed, unbreakable primary containers to enable appropriate work separation.				
	Storage devices are clearly labelled with biohazard signs eg: incubators, fridges, freezers (to enhance control of GMOs within facility) AND the name and contact details of the GMOs owner.				
	All GM micro-organisms or tissues stored outside the facility must be double-contained (the secondary container must be unbreakable) AND a supply of decontamination agent effective against the GMOs readily available.				
	Storage units for all GM micro-organisms or tissues stored outside the facility are posted with the biohazard symbol and are kept locked when not being accessed, unless access is being otherwise restricted or controlled.				
	For storage outside the facility, procedures must be in place to ensure that all GM micro-organisms or tissues stored can be accounted for.				

	<b>NOTE:</b> Whole, live animals MUST NOT be stored outside the facility without written permission from the OGTR.			
<b>Spills and escapes</b>	Appropriate spill kits (chemical/biological) for GM micro-organisms are available and accompanied with procedures.			
	There are documented procedures in place to recover any escaped animals inside or outside the facility, and to either return to their enclosure or to euthenase.			
<b>Decontamination and disposal of GMOs</b>	<b>Disinfectants:</b> A supply is available that is suitable for use against each of the GM micro-organisms in the facility AND is properly labelled & within expiry date where applicable.			
	<b>Waste disposal:</b> Please provide a documented procedure for the disposal of waste eg: GM micro-organisms, tissues and carcasses.			
	<b>Sharps disposal:</b> is there any use of sharps? Are sharps disposal containers available?			
<b>Backflow prevention</b>	Is there any equipment or tubing connected to the water service (directly or indirectly) that may lead to the contamination of the portable water with GMOs.			
	<b>If yes</b> - a backflow risk assessment has been documented <b>AND</b> backflow prevention measures have been implemented (in accordance with the requirements of AS/NZS 3500.1)			
<b>Pests</b>	Documented control strategy in place.			
<b>Feedback from facility</b> <i>Any concerns from facility personnel regarding compliance to certification conditions: training, user behaviour, inspection, etc.</i>				

Other notes or comments: