



**Australian Government**

**Department of Health and Ageing  
Office of the Gene Technology Regulator**

## **Annual Inspection Checklist for PC2 Animal Facility**

### **Please Note**

- The use of this checklist proforma is **not** mandatory, rather it is provided to assist in the annual inspection of certified facilities. While the proforma is **not** intended to be the **only** acceptable format, a completed copy of this proforma will be accepted by the OGTR as satisfying the annual inspection requirement of Condition 12 of Part B of the *Guidelines for Certification of a Physical Containment Level 2 Animal Facility Version 3.2 – 1 March 2013* (the Guidelines).
- **Please do not send this report to the OGTR unless specifically requested.**

### **About Completing this Proforma**

This proforma is based on the usual conditions of certification as detailed in the Gene Technology Regulator's *Guidelines for Certification of a Physical Containment Level 2 Animal Facility Version 3.2 – 1 March 2013*.

- Where an exemption or variation to one or more conditions of certification has been approved by the Regulator (or delegate) then inspection must be made against the conditions as approved on the instrument of certification for the facility.
- In such cases you can make a note in the space provided and report on compliance against the variation to the usual condition that is detailed on the proforma.
- If answering '**No**' to a condition for which there is no exemption or variation, please make a comment about the reason for the non-compliance and any actions being taken to rectify the situation. A request for a variation may be necessary.

<b>Facility name:</b>	
<b>Inspected by:</b>	<b>Date:</b>
	<b>OGTR Identifier number:</b>

<b>Facility and fitting conditions</b>					
		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
<b>Facility</b>	Fully enclosed space bounded by walls, doors, windows, floors and ceilings				
	Any significant structural changes that may affect containment				
<b>Anteroom</b>	Facility has an anteroom and entry to the facility is via the anteroom				
	<b>If GMOs or GM products have the potential to be disseminated by invertebrates</b> – anteroom has strategies in place to prevent entry and exit of invertebrates				
<b>Boundaries</b>	Facility boundaries are designed to prevent escape of the animals being contained				
<b>Drainage exits</b>	Fitted with barriers or filters to prevent invertebrates or animals entering or escaping via the drains				
<b>Openings</b>	Openings in the walls, ceiling or roof are filtered at the facility boundary or screened to prevent entry or exit of invertebrates or animals				
<b>Open spaces under benches and equipment</b>	Accessible for decontamination				

Dealings involving GM micro-organisms  
(these conditions must also be met if any of the dealings in the facility involve GM micro organisms)

		Yes	No	N/A	Notes
<b>Surfaces</b>	Smooth, impermeable to water, cleanable and resistant to damage by cleaning agents used in the facility (includes furnishings, benches, walls, floors etc.)				
<b>Decontamination of hands</b>	Hands free washbasin fitted				
	<b>OR</b> Other means of decontamination of hands (eg: dispensers containing decontaminant solution)				
<b>Eyewash</b>	If Risk Group 2 PC2 GMOs are present in facility, eyewash provided and maintained				
		Yes	No	N/A	Notes
<b>Aerosol containment</b>	Dealings involving Risk Group 2 PC2 GMOs produce aerosols				
	BSC or other equipment specifically approved in writing present				
	<b>If BSC Class I or II used to contain the aerosols:</b>				
	BSC inspected and tested at least once within last 12 months				
	Certificate of test results and date of next test affixed to side of cabinet				
<b>Heat based decontamination equipment</b>	Validated monthly				
	Calibrated annually				

		Yes	No	N/A	Notes
<b>Backflow prevention</b>	<b>If installed</b> – maintained and tested annually (if testable)				
	Changes to or new connections made to the water supply <b>(If yes - new Risk Assessment required)</b>				
	If RA requires backflow protection, is it installed and functioning properly				
<b>General Conditions</b>					
		Yes	No	N/A	Notes
<b>Ownership of facility</b>	Certification holder owns or has authority to maintain facility and fittings				
	<b>If no</b> – has owner failed to carry out or refused to carry out required maintenance				
<b>Signs</b>	OGTR signage and biohazard signs affixed to access door/s (signs are on or near access door/s and able to be clearly seen by persons entering facility)				
<b>Disinfectant</b>	Supply suitable for use against the GMOs dealt with in the facility available				
<b>Pests</b>	Pest control strategy in place				

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

		Yes	No	N/A	Notes
<b>Authorised persons</b>	Facility access restricted to authorised persons (as described in Part B, conditions 1 to 9, of the <i>Guidelines for Certification of Physical Containment Facilities PC2 Animal Facility Version 3.2 – issued 1 March 2013</i> )				
<b>Behavioural Requirements</b>					
<b>Training</b>	Persons conducting dealings with GMOs in the facility have been trained in the behavioural requirements (as listed in Part C of <i>Guidelines for Certification of Physical Containment Facilities PC2 Animal Facility Version 3.2 – issued 1 March 2013</i> )				