



## IBC CHECKLIST FOR PC1 CONTAINMENT LABORATORY

Based on AS/NZS 2243.3 - 2002 *Safety in Laboratories. Section 4 Classification of Laboratories, Practices & Procedures*

A Physical Containment Level 1 (PC1) Facility, which requires no containment equipment, is suitable for work with microorganisms in Risk Group 1.

Laboratory Name: .....

Room No: ..... Building: .....

Laboratory contact person: ..... Tel: .....

Name(s) and signatures(s) of person(s) inspecting the facility (please print name clearly):

.....  
.....  
.....  
.....  
.....

Date of inspection: .....

Under the *Gene Technology Regulations* an Exempt dealing is only that if it is conducted within a PC1 laboratory that meets the standards. If the laboratory does not meet the standard, the dealing is not exempt and must cease forthwith until the standard is met and maintained.

## **Laboratory Facilities**

### **1. Bench tops and surfaces**

- (a) Are bench tops able to withstand heat generated by general laboratory procedures, e.g. flaming loops, and heating of media?

Yes / No

Comments:

---

### **2. Furniture**

- (a) Is the height of laboratory stools and chairs adjustable and commensurate with the heights of the benches and safety cabinets?

Yes / No

Comments:

---

- (b) Is all seating made of smooth impervious material to facilitate cleaning?

Yes / No

Comments:

---

### **3. Washbasins**

- (a) Do the washbasins have potable hot and cold water services and are they inside each laboratory room, near the exit?

Yes / No

Comments:

---

### **4. Housekeeping**

- (a) Are there open spaces between and under benches, cabinets and equipment to make them accessible for cleaning?

Yes / No

Comments:

---

- b) Are there gown hooks near the door?

Yes / No

Comments:

---

- c) Do the fire control systems meet local, State, Territory or Federal regulations as appropriate?

Yes / No

Comments:

**Personal Protective Clothing and Equipment (PPCE)**

**5. Protective clothing and equipment**

- a) Is protective clothing, to protect the front part of the body, worn by all persons performing procedures in the facility?

Yes / No

Comments:

---

- b) Are lab gowns available for visitors to wear?

Yes / No

Comments:

---

- c) Do all persons performing procedures in the facility wear closed footwear?

Yes / No

Comments:

---

- d) Are safety glasses, face shields and other protective devices worn where appropriate to protect eyes and face from splashes and other hazards?

Yes / No

Comments:

---

- e) Are gloves worn for work undertaken in a biological safety cabinet?

Yes / No / Not Applicable

Comments:

---

- f) Is protective clothing always removed after completing laboratory procedures and before leaving the facility?

Yes / No

Comments:

---

**Work Practices**

**6. Work practices**

- a) Is long hair tied back or covered with a hair net at all times to avoid contamination?

Yes / No / Not Applicable

Comments:

---

(b) Are eating, drinking, smoking, shaving and applying cosmetics prohibited in the facility? Yes / No  
Comments:

---

(c) Is food or drink intended for human consumption prohibited from being brought into or stored in the facility? Yes / No  
Comments:

---

(d) Are eye wash facilities used and maintained in accordance with the manufacturer's instructions? Yes / No  
Comments:

---

(e) Is the installation, use and decontamination of the biological safety cabinet in accordance with the requirements of AS/NZS 2647: "*Biological safety cabinets - Installation and use*"? Yes / No / Not applicable  
Comments:

(i) If applicable, Is the biological safety cabinet tested at least every 12 months by a NATA accredited organisation and is the cabinet labelled to show its test status? Yes / No / Not applicable  
Comments:

---

(f) Is mouth pipetting prohibited in the facility? Yes / No  
Comments:

---

(g) Are reading/writing material and computers essential to procedures performed within the facility the only such items used on work benches where procedures are performed? Yes / No  
Comments:

---

(h) Is reading and writing material prohibited from being used inside a biological safety cabinet? Yes / No / Not applicable  
Comments:

---

(i) Where possible does the facility provide and use dedicated reading/writing areas? Yes / No  
Comments:

(j) Are self-adhesive labels used? Yes / No  
Comments:

---

(k) Do persons who have been performing procedures in the facility wash or decontaminate their hands immediately before leaving the facility or before using any dedicated facility reading/writing areas? Yes / No  
Comments:

---

(l) Have all work hazards been identified, assessed for their risk and controls been implemented where necessary?  
Risk assessments sighted and checked by inspection team? Yes / No  
Comments:

---

(m) Are GMOs, and waste potentially contaminated with GMOs, that are being transported out of the facility transported in accordance with the "*Guidelines for the Transport of GMOs*"? Yes / No / Not Applicable  
Comments:

---

(n) Are animals and plants not used in work being performed in the facility decontaminated by steam sterilisation (autoclaving), incineration or any other method approved in writing by the Regulator prior to removal from the facility? Yes / No / Not Applicable  
Comments:

---

(o) Are GMOs or organisms infected with GMOs stored outside the facility in a storage unit (freezer, fridge, controlled temperature room or other controlled temperature container)? Yes / No / Not Applicable  
Comments:

---

(p) If yes:  
(i) Is the storage unit locked when not in use or is access restricted to the room or area where the storage unit is located? Yes / No / Not Applicable  
Comments:

---

(q) Are the GMOs or organisms infected with GMOs being stored outside the facility double-contained? Yes / No / Not Applicable

Comments:

---

(r) Is the primary container sealed and unbreakable? Yes / No / Not Applicable

Comments:

---

(s) Are all cultures clearly identified and entered into the GMO storage database? Yes / No

Comments:

---

(t) Is care taken to prevent the dissemination of material while flaming a wire loop, by drawing the loop gradually from the cooler to the hotter parts of the Bunsen burner flame, or by using a hooded or an 'electric' Bunsen burner? (Disposable loops may be used as an alternative.) Yes / No

Comments:

---

(u) Has all hazardous work been identified, and have appropriate backups been implemented if it is being carried out alone? Yes / No

Comments:

---

(v) Are safety carriers used for transporting chemicals in glass or plastic containers with a capacity of 2 litres or greater? Yes / No

Comments:

---

(w) Are chemicals stored in the laboratory in accordance with AS 2243.10? Yes / No

- (i) Are flammables stored separately in a flammable cabinet? Yes / No
- (ii) Are strong corrosive substances stored in a 'corrosives' cabinet? Yes / No
- (iii) Are poisonous substances stored in a locked cupboard? Yes / No
- (iv) Are the minimum required quantities of hazardous substances kept in the laboratory? Yes / No

Comments:

---

(x) Is a fume cupboard used when working with toxic, volatile, corrosive or odoriferous substances? Yes / No

Comments:

---

(y) Are all skin areas which come into contact with chemicals washed, regardless of concentration?  
Yes / No  
Comments:

---

(z) Are Petri dish cultures of fungi sealed with laboratory stretch film to prevent dispersal of spores which may be allergenic or contaminate other cultures?  
Yes / No / Not Applicable  
Comments:

---

## 7. Decontamination

(a) Are all spills cleaned up immediately and the area decontaminated?  
Yes / No  
Comments:

---

(b) Are all significant spills and accidents immediately reported to the laboratory supervisor and a written record of accidents prepared and maintained?  
Yes / No  
Comments:

---

(c) Are work benches decontaminated at least daily and after each task is completed?  
Yes / No  
Comments:

---

(d) Is specialized wastes segregated (eg broken glassware, biological and radioactive substances) at the point of discard and disposed of according to local regulations?  
Yes / No  
Comments:

---

(e) Are all GMOs, organisms infected with GMOs, equipment or protective clothing contaminated with GMOs, and liquid and solid wastes containing GMOs, decontaminated by steam sterilisation (autoclaving), chemical treatment, incineration or any other method approved in writing by the Regulator?  
Yes / No  
Comments:

---

(f) Is the chemical disinfectant treatment mentioned above in accordance with Appendix E of Australian/New Zealand Standard 2243.3:2002 *Safety in laboratories – Part 3: Microbiological aspects and containment facilities*?  
Yes / No / Not applicable  
Comments:

---

(g) Are diagnostic kits and control sera handled with care? Yes / No / Not applicable  
Comments:

---

(h) Is the production of aerosols minimized where work is carried out on the open bench? Yes / No / Not applicable  
Comments:

---

(i) Where a pressure steam steriliser (autoclave) is used for decontamination:  
(i) Are provisions made to allow for the penetration of steam into the container during autoclaving? Yes / No / Not applicable  
Comments:

(ii) Is the coldest part of the load exposed to a minimum temperature of 121°C for at least 15 minutes? Yes / No / Not applicable  
Comments:

---

(j) Are all work surfaces and equipment, in relevant areas of the facility, decontaminated before maintenance is carried out? Yes / No / Not applicable  
Comments:

---

12.5.05