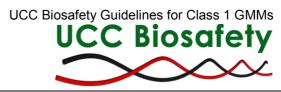


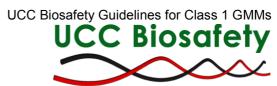
Department:		Building:	Room: (PI)
Room: (Lab)		Autoclave Loca	ation:
PI:		Responsible P	erson:
Containment Level (GMM): 1□			
Inspect	ed by:		Date://
GMM C	Class 1		
Key: X =	no √ = yes N/A = not app	olicable	
(example	e documents available for i	items in bold)	
(A) Oth	er Requirements		
	Annual Report Submitt	ted (2010)? <i>dead</i>	dline 31 st March 2011
(B) Goo	od Microbiological Pra	ctice (GMP) [GMI	VI Class 1 & 2 & GMO]
(B) Goo	The laboratory shoul	ld be easy to clea	M Class 1 & 2 & GMO] an. Bench surfaces should be acids, alkalis, solvents and
	The laboratory shoul impervious to water a disinfectants	ld be easy to clear and resistant to a clean and free fro	an. Bench surfaces should be
	The laboratory shoul impervious to water a disinfectants Benches should be a should be cleaned at	ld be easy to clear and resistant to a clean and free fro fter use	an. Bench surfaces should be acids, alkalis, solvents and
	The laboratory shoul impervious to water a disinfectants Benches should be cleaned at The laboratory door	ld be easy to clear and resistant to a clean and free fro fter use should be closed	an. Bench surfaces should be acids, alkalis, solvents and om clutter & Bench tops
	The laboratory shoul impervious to water a disinfectants Benches should be cleaned at The laboratory door	Id be easy to clear and resistant to a clean and free fro fter use should be closed trance to lab, auto	an. Bench surfaces should be acids, alkalis, solvents and om clutter & Bench tops
	The laboratory shoul impervious to water a disinfectants Benches should be a should be cleaned at The laboratory door Biohazard sign at entitle Minimise the product	Id be easy to clear and resistant to a clean and free front free front free should be closed trance to lab, autoction of aerosols as should be regular.	an. Bench surfaces should be acids, alkalis, solvents and om clutter & Bench tops
	The laboratory shoul impervious to water a disinfectants Benches should be a should be cleaned at The laboratory door a Biohazard sign at ent Minimise the product The identity of GMOs	Id be easy to clear and resistant to a clean and free front free front free front free front free front free to lab, autocation of aerosols is should be regulated to strains.	an. Bench surfaces should be acids, alkalis, solvents and om clutter & Bench tops d when work is in progress sclave area, freezer area
	The laboratory shoul impervious to water a disinfectants Benches should be dishould be cleaned at The laboratory door and the	Id be easy to clear and resistant to a clean and free front free free free free free free free fre	an. Bench surfaces should be acids, alkalis, solvents and om clutter & Bench tops d when work is in progress sclave area, freezer area
	The laboratory shoul impervious to water a disinfectants Benches should be a should be cleaned at The laboratory door. Biohazard sign at ent Minimise the product Culturing of incorrect Appropriate training Maintenance of equipment of the should be cleaned at the should be cleaned at the laboratory door.	Id be easy to clear and resistant to a clean and free front feet use should be closed trance to lab, autoction of aerosols as should be regulated strains. of personnel - Strains - Autoclave/I	an. Bench surfaces should be acids, alkalis, solvents and om clutter & Bench tops d when work is in progress sclave area, freezer area ularly checked to avoid the





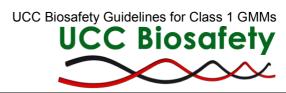
	Hands must be disinfected or washed immediately when			
	contamination is suspected, after handling viable materials and also before leaving the laboratory			
	Effective disinfectants should be available for immediate use in the			
	event of spillage			
	Used laboratory glassware and other materials awaiting			
Ш	disinfection must be stored in a safe manner			
	Use of sharps should be avoided. Contaminated syringes and			
<u> </u>	sharps must be disposed of in a "sharps bin" and incinerated			
П	Materials for disposal must be transported in robust and leakproof containers without spillage			
	Eating, chewing, drinking, taking medication, smoking, storing of			
	food and applying cosmetics must not take place in the work area			
	, , , ,			
Ш	Mouth pipetting must not take place			
	Laboratory coats should be worn in the laboratory and removed			
Ш	when leaving the laboratory suite			
	Personal protective equipment, including protective clothing, must			
	be - stored in a well defined place			
	- checked and cleaned at suitable intervals			
	- when discovered to be defective, repaired or replaced before			
	further use			
	Personal protective equipment which may be contaminated by			
	biological agents must be:			
	- removed on leaving the working area			
	- kept apart from uncontaminated clothing			
	- decontaminated and cleaned, or if necessary, destroyed			
	Biosafety Manual with SOPs			
	All accidents and incidents should be immediately reported to and			
П	recorded by the person responsible for the work or other delegated			
	person			
_	Animale must not be allowed to enter into the laboratory			
	Animals must not be allowed to enter into the laboratory			
(C) Phy	sical Control Measures: Facility Design Class 1			
(O) 1 11 y				
	process with viable micro-organisms separated from the environment (closed system)			
	,			
	Accessability of window that opens			
LI ontional	biohazard sign on the door			
optional	signs at laboratory entrance:			
	- special hazard signs if an organism containing rDNA needs			
	special provision for persons entering the laboratory			





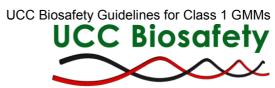
Car Security Of the	and a second sec	
optional	- names of occupants who have access to the laboratory	
	Outward opening of Laboratory doors	
optional	Observation window or alternative to enable occupants to be seen	
(D) Phy	sical Control Measures: Containment equipment GMM Class 1	
Optional	check the suitability of any chemical disinfectants in use	
on site	check position of the autoclave with respect to the GMO installation	
	wash hand basin or sink that can be used for hand washing with: - dispenser containing soap - dispenser containing hand disinfectant - paper towels	
Optional	check position and design of biological safety hoods	
	Check design of the equipment for the safe storage of GMOs. Storage is not allowed in floors as long it is not part of the facility	
Optional	check design of waste transport containers	
Optional	check design of containers for the transport of GMOs inside the facility	
	check design of centrifuge buckets	
	Provision of eye wash stations / bottles / equipment	
(E) Safe	ety Management – Work Procedures <i>GMM Class</i> 1	
	doors closed while working	
	workers should be given adequate information on safety matters and be suitably trained. Training should include the following points: a) the existence and application of written work procedures b) the procedures for using particular pieces of equipment c) spillage control and other emergency procedures	
Optional	check at which process steps hazardous quantities of aerosols are formed. Any operation that may involve the formation of aerosols (e.g. sonicating, centrifuging, pipetting) shall be performed in such a way as to ensure that these do not find their way into the working area.	





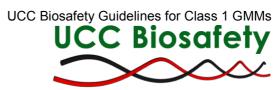
	GMO's are only to be transported within the facility in closed, robust and leakproof containers	
	work surfaces must be decontaminated daily and after a spillage	
Optional	inactivation of GMOs in contaminated material and waste	
	users should ensure that the performance of safety equipment is validated (e.g. autoclaves and safety hoods) - validation of equipment (e.g. autoclaves, safety hoods) - maintenance of the equipment - markers used to verify the efficiency of autoclaves	
	skin contact with rDNA material must be avoided	
	decontaminate protective clothing before laundering	
	protective clothing and street wear must be kept separate	
optional	Gloves (Optional)	
Optional	implementation of an insect and rodent control programme	
	sample collection, addition of materials to closed system and transfer of viable micro-organisms to another closed system, should be performed as appropriate	
	safe storage of biological agents	
	Regular identification and confirmation of purity of microbial strains	
	regular identification and commitmation of purity of microbial strains	
	Safe storage of contaminated laboratory equipment	
	Safe storage of contaminated laboratory equipment	
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	Safe storage of contaminated laboratory equipment Personnel to remove protective clothing on leaving the facility	
(E) Saf	Safe storage of contaminated laboratory equipment Personnel to remove protective clothing on leaving the facility Worker required to wear closed shoes	
(E) Saf	Safe storage of contaminated laboratory equipment Personnel to remove protective clothing on leaving the facility Worker required to wear closed shoes Regular maintenance of safety equipment such as safety cabinets ety Management – Organisational matters and documentation	





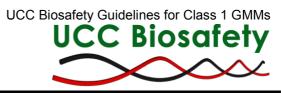
St. Secretary Property	University College Cork, Ireland
	- a description of the tasks of the BSO a.o. with respect to
	- safety
	- internal control
	- accident/incident response and preparedness
	internal counselling, advice and educationreporting
	a description of the tasks of the project leader a.o. with
	respect to:
	- everyday management
	- drawing-up and executing work-protocol
	a clear description of the separation of responsibilities
	and tasks between the BSO and the project leader
	the discretionary powers/mandate that the BSO has
	received in order to fulfill his duty
	the status of the BSO should be defined. The job description should include
	- mechanisms whereby the BSO can report directly to the licensee
	- instructions that the BSO should hand his function
	over to a deputy in situations where he is involved in carrying out
	the practical work himself.
	- an indication as to the amount of time that the BSO will be
	allocated to undertake their role
	there should be written procedures that cover the following:
	- undertaking risk assessments
	- the training of new staff
	- emergency procedures including the treatment of spillages with
	disinfectants
	- cleaning and disinfection of equipment
	- transport of GMOs
	 operation, testing and maintenance of containment equipment measures for limiting access to facilities
	- health surveillance of workers
	written instructions should be in the language of the
	personnel working in the facility
	documents that should be centrally held within an
	institution undertaking GM work:
	a) records indicating working areas and their
	containment levels (these records may include
	plans of buildings) b) all of the documents listed in point 8 above
	c) a copy of all risk assessments and notifications
🖳	d) these records should also cover any sites for storage
	of GMOs outside of containment facilities
	e) records of internally organised inspections
	f) records of incidents and accidents, including
	evaluation and any remedial action
	g) a list of other data and documents that are held at





Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, which is the	University College Cork, Ireland			
	other locations within the institution			
	examples of documents that can be held separately			
	from the main records:			
	a) records of staff involved in GM work indicating			
	their experience and training and the type of			
	projects in which they have been employed			
	b) results of procedures for checking the purity and identity of the			
	GMOs			
	c) results of the testing of containment equipment (e.g. autoclaves			
	and safety cabinets)			
	d) a list of stored GMOs for each storage facility			
	e) work protocols for particular experimental procedures			
	Implementation of measures to minimise worker exposure, where			
	work with class 1 GMMs with sensitising or toxic properties is being			
	carried out (e.g. safety cabinet, provision of inhalation equipment			
	when working with sporulating fungi)			
(F) Ris	k Assessment			
	check that risk assessments have been undertaken for all projects			
	and that individual risk assessments contain sufficient information			
	and have addressed all relevant issues.			
	Ensure accurate descriptions/ characterisations of GMO's or			
	groups of GMO's			
$ \Box$	description of the host-organism and name of the GMO			
	description of the genetic material used to construct this			
	GMO comprising at least the composition and the			
	donors it was derived from			
	in case of a Class 1 GMMs (requiring only reporting)			
	gene functions should be documented			
	for GMO's requiring notification the number of			
	notification/licence should also be mentioned			
	classification of the micro-organism(s) to be used			
	classification of the operation			
	·			
	check that ongoing projects have not diversified into			
	areas of research that were not covered in the original			
	risk assessment (e.g. by the help of a literature search or discussion with other members of staff)			
	or discussion with other members of stall)			
	check that notifications have been made where necessary			
	check to see that risk assessments are reviewed by a			
	local safety committee, if necessary			
	check that people actually handling a particular GMO			
	are aware of the content of the corresponding risk			
	assessment			





Emergency Responses:		
	check information on accidents (reporting of accidents and near – misses and records of corrective actions that have been taken)	
	provide written procedures for:	

IMPORTANT: Please refer back to your EPA GMO registry to see the conditions that apply to your lab. Some items that are optional for one lab may be required for another. This checklist is for guideline purposes only.

Recommendations/Comments:		
Next Visit Date://		
THORE VIOLEDUIC		

Copy to be given to Principal Investigator/Responsible person.