Biological Risk Management and Containment

Training for Access to Containment and Transitional Facility

Skills/Capabilities and Training

Containment Laboratory Guidelines

Version 2.1- November 2024

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This document was updated from Version 2 which was extensively reviewed and approved in February 2021.

Record of Amendments to Version 2.1

Date	Page number	Nature of amendment
30/11/24	all	University logo updated
30/11/24	4	Grammar corrected
30/11/24	4	Facility information updated
30/11/24	6	PC2 training course deleted
30/11/24	7	Point 4 added and numbers rearranged

Contents

1. Who are these guidelines for?

These guidelines are intended for **principal investigators (PIs), designated persons in charge, designated laboratory person (DLPs),** technical staff, other departmental, school and faculty staff, students and contractors who require access to University of Auckland containment and transitional facilities.

2. Why do we need training for access to laboratories in containment and transitional facilities?

Containment and transitional facilities are places approved by the Ministry for Primary Industries (MPI) and the Environmental Protection Authority (EPA) for importing, using, transferring and disposing of organisms and micro-organisms that for biosecurity reasons should not become established in New Zealand. Procedures for containing and transferring these "**restricted biologicals**" are therefore to be adhered to, so that these organisms/materials do not leave the facility.

The University has one containment and transitional facility that includes FMHS, SBS and Anthropology. Training for access varies depending on the specific requirements of the facility.

3. Who needs training for access to containment and transitional laboratories?

3.1. Faculty/school/department staff and students

To gain access to laboratories within the University of Auckland containment and transitional facility, you are required to first complete and pass an accredited training course for that containment or transitional facility, the containment Canvas course. Where access control is solely at the perimeter of the laboratory areas or floors, then you are required to also complete and pass this accredited training course in order to gain perimeter access.

3.2. Contractors, Property Services staff and University Security staff

Contractors and Property Services staff are required to have an induction commensurate to their task. Specialised training sessions are also provided, covering

1) The purpose of containment and transitional facilities (see above)
2) The restricted materials stored and used in these facilities
3) Procedures for entry to and exit from these facilities
4) Who to contact in the event of a query or an emergency
5) Handover procedures for major repairs and renovations

4. What is covered in the training?

4.1. For access to the containment and transitional facility laboratories in FMHS and SBS:

1) Working with GMOs and restricted biologicals
2) HSNO approvals and additional controls
3) The purpose of containment and transitional facilities
4) Roles and responsibilities
5) Permits, importation, receipt, transfer and export of restricted goods
6) Storage and documentation of GMOs and restricted biologicals
7) Disposal and decontamination

This course includes verification of understanding via a test with a set pass mark.

Training courses and tests are conducted and archived within the e-learning tool Canvas. They are reviewed annually by the Hazards and Containment Manager and Biological Safety Advisor.

4.2. For access to other transitional facilities:

1) The purpose of transitional facilities
2) Roles and responsibilities
3) Permits, importation, receipt, transfer and export of restricted goods
4) Storage and documentation of restricted goods
5) Disposal and decontamination

4.3. For access to PC2 laboratories within containment facilities:

1) PC2 lab work practices
2) Awareness of the hazards presented by the specific organisms used in the PC2 laboratory

3) Storage and documentation
4) Decontamination and autoclaving procedures
5) Disposal protocols and documentation

For access to PC3 laboratories within containment facilities:

If you need access to a PC3 laboratory, you are required to complete specific training as outlined in the PC3 Containment manual, including written tests/assignments, observation-based training and a prescribed period of supervision.

4.4. For access to specialised containment facilities for invertebrates, vertebrates and plants:

If you need access to specialised containment facilities for plants and animals (including rodents, zebrafish and *Drosophila*), you are required to first complete a documented facility-specific training programme.

This training is specific to the species of plant and or animal contained within the facility. The training may be supplemented with a period of observation and/or supervision.

Training for vertebrate, invertebrate and plant areas cover:

1) Plant and animal-specific lab work practices
2) Specific checks and labelling that must be used
3) Specific containment procedures for the species of plant and animal involved (e.g. bagging of plants)
4) HSNO approvals and additional controls if applicable
5) Decontamination and autoclaving procedures
6) Disposal protocols and documentation

This training is reviewed annually by the designated persons in charge of these units, in conjunction with the Hazards and Containment Manager.

5. Definitions

Restricted and regulated biologicals are New Organisms, Unwanted Organisms, genetically modified organisms (GMOs) and biological materials that present a potential biosecurity risk and unmodified micro-organisms with a risk classification of Risk Group 2 or higher, as defined by ASNZ2243.3.

Designated laboratory person (DLP) means the trained person in each research group who has been given the authority to receive purchase requests made in SciTrack and to make a formal request for a purchase order via PeopleSoft. In containment and transitional facilities DLPs will have additional training to enable them to scrutinise documentation for restricted items and provide support to researchers.

Designated person in charge means a staff member in any of the following roles: sector manager, facility manager, floor manager, technical manager or an appointed delegate.

Principal Investigator (PI): In the context of hazard containment and transitional facilities, a principal investigator is the holder of an independent grant administered by the University and the lead researcher for the grant project, usually in the sciences, such as a laboratory study or a clinical trial. The phrase is also often used as a synonym for "head of the laboratory" or "research group leader." The PI is responsible for assuring compliance with applicable University standards and procedures, and for the oversight of the research study and the informed consent process. Although the PI may delegate tasks, they retain responsibility for the conduct of the study.