

Biological Risk Management and Containment

Physical Security and Access to Laboratories in Containment and Transitional Facilities

Containment Laboratory Guidelines

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1. Who is this reference document for?

This document is intended for **principal investigators (PIs), designated persons in charge, designated laboratory person (DLPs)**, technical staff and students who require access to laboratories within University of Auckland containment and transitional facilities. This information also applies to departmental, school and faculty administrators who may need access to these laboratories.

Where access control is solely at the perimeter of the laboratory areas or floors, then everyone who requires access must also complete and pass accredited training courses for University of Auckland containment and transitional facilities commensurate to their role.

2. Physical security of containment and transitional facilities

All laboratories and storage areas in University of Auckland containment and transitional facilities must have access control. At a minimum this will mean locked doors which are opened using conventional keys. However, swipe card access is preferable. Where segregated swipe-controlled access is not available, specialised containment areas could be controlled via key or combination locks upon agreement and approval by Facilities Management.

Access to the PC3 laboratory must be limited to those with an absolute requirement for entry.

3. Access to laboratories within containment or transitional facilities

Only people who have completed and passed accredited training courses for University of Auckland containment and transitional facility will be given access to laboratory areas within those facilities, for research or teaching purposes.

Where access control is solely at the perimeter of the laboratory areas or floors, then everyone who requires access must also complete and pass accredited training courses for University of Auckland containment and transitional facility commensurate to their role.

Individual laboratories within the facility must carry out a one-on-one induction process for persons working in that area. This can be carried out after access is granted to avoid information overloading and ensure full understanding.

Smaller transitional facilities may have specialised training that addresses their specific requirements.

4. Access to PC2 and PC3 laboratories within containment facilities

Anyone who requires access to laboratory areas with higher levels of containment (i.e. PC2 and PC3 laboratories) must have completed documented training appropriate for the level of containment and any micro-organisms contained in those laboratories.

5. Access to specialised containment facilities for invertebrates, vertebrates and plants

Anyone who requires access to specialised containment facilities for plants and animals (e.g. rodents, zebrafish and Drosophila) must first complete a documented facility specific training programme.

This containment training will be appropriate for the species of plant or animal contained within the facility and may be supplemented with a period of observation and/or supervision.

6. Access to containment laboratories for contractors, Property Services and Security

Contractors, Property Services, and Security staff who require access to PC1 laboratories in containment and transitional facilities must inform the **person in charge** of that laboratory and sign in to the facility visitor's book.

Cleaners will obtain access to PC1 laboratories upon specific induction commensurate to their role.

Contractors, cleaners, Property Services and Security Services staff who require access to PC2 laboratories in containment and transitional facilities must inform the **person in charge** and receive a brief documented induction prior to entry.

Cleaners will obtain access to PC2 laboratories upon specific induction commensurate to their role.

Everyone with access to the containment laboratories is expected to have a yearly refresher.

7. Access of contractors, Property Services and Security staff to specialised containment facilities for invertebrates, vertebrates and plants

Contractors, Property Services and Security staff must be accompanied by a **person in charge** of the area or their delegate at all times unless they have been provided a specific induction commensurate to their role. . The **person in charge** must keep a record of all training and access events by these personnel.

8. Definitions

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.