



Biological Risk Management and Containment

Repairs to Containment Laboratories

Construction and Maintenance

Containment Laboratory Guidelines

Version 2.1- November 2024

Approved by: Vice-Chancellor
Document Owner: Associate Director, Health, Safety and Wellbeing
Content Manager: Manager, Hazard and Containment

Version: 2.1
Issue Date: 30 November 2024

Once printed this document is uncontrolled
Health Safety and Wellbeing Management System

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

Record of Amendments to Version 2.1

Date	Page number	Nature of amendment
30/11/24	4	Appendix as a suggested template
30/11/24	all	University logo updated

Contents

1. Who is this reference document for?	4
2. Introduction	4
3. Process for repairs and renovation	4
3.1 Significant repairs:	4
4. When work is completed:	5
5. Emergency repairs:	5
6. Definitions	6
7. Appendix 1: Renovation/repairs to laboratories.....	7

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 work in laboratories within University of Auckland containment and transitional facilities.

2. Introduction

Significant repairs to containment laboratories can range from removal of wall panels to fixed bench replacement. Such repairs involve disruption of containment integrity, creating a potential breach of containment.

3. Process for repairs and renovation

3.1 Significant repairs:

- 1) Notify the designated person in charge.
- 2) The designated person in charge is to notify lab occupants to ensure work is made safe, and that laboratory work does not take place while repairs are underway.
- 3) The designated person in charge is to make an assessment of the time that will be needed for repairs to be carried out.
- 4) The designated person in charge is to arrange for any surface decontamination using an approved disinfectant as per the guidelines *Benchtop Decontamination*.
- 5) Planned repairs are to be formalised in writing (Appendix 1 can be used as template but any other equivalent document/email is accepted) and be approved by the designated person in charge.
- 6) The designated person in charge is to notify the local MPI verifier in writing at least one day before work is due to start, outlining the repair and the decontamination steps taken, and securing the verifier's approval.

- 7) The designated person in charge is to inspect the laboratory to ensure adequate isolation from other laboratories and that all screening meets the requirements of AS/NZS 2243.3.
- 8) The laboratory will be formally handed over to the contractor/Property Services only after steps 1-6 have been completed.

4. When work is completed:

- 1) The designated person in charge is to inspect to ensure containment integrity of laboratory surfaces has been reinstated and work has been completed in a satisfactory manner.
- 2) When the designated person in charge is satisfied work has been completed and containment reinstated, they will formally sign off and the laboratory can be formally handed back to the containment facility.
- 3) The designated person in charge is to then notify MPI that work has been completed and the laboratory has been handed back.
- 4) Laboratory work may recommence after approval from MPI.

5. Emergency repairs:

In cases where plant or infrastructure requires immediate repair to ensure the health and safety of containment laboratory users or continued workflow, the designated person in charge should take the following steps:

- 1) Notify MPI that work must be undertaken immediately.
- 2) Agree and sign off a plan as per Appendix 1.
- 3) Ensure that the laboratory is shut down during repairs.
- 4) Record all details of the work progress.
- 5) When work is completed, inspect the area for containment integrity as in (1) above and sign off.
- 6) Write a report and forward to MPI.

6. 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.

7. Appendix 1: Renovation/repairs to laboratories

Room:	Building:
Containment facility:	
Nature of repair/renovation	(Photograph)
Mitigating action (add attachments if necessary)	(Photograph if appropriate)
Proposed date of commencement:	Proposed date of completion
Sector manager approval:	Date MPI approval
Date handover:	
Date completion:	(Photograph if appropriate)
Date hand-back:	
Technical manager approval that repairs and renovations meet required standard:	Applicable standard: