

PRESENT:	Geoff Gorton (Chair), Cathy Rush, Lynn Woodward, Bill Leggat, Carolyn Smith-Keune, Phil Walsh (Cairns), Emma Carson (Cairns), Peter Cowman, Chris Wright, Louise Costanzo, Sue Kelly (Cairns), Simon Leavers,
ATTENDANCE:	Lorraine McKenzie-Ryrie (Minutes Secretary), Drew Kleier (Permanent Advisor). Shane Jorgensen
DECLARATION OF CONFLICTS OF INTEREST: There were no conflicts of interest declared.	
APPROVAL OF PART B ITEMS	
1. APOLOGIES:	Sue Reilly, Aurelie Moya
NOT PRESENT:	
2. MINUTES:	The minutes of Meeting (1-17) held on 7 February 2017 – were accepted as a true and correct record.
3. ACTION REGISTER	
<p>The following items were discussed:</p> <p>Item 1- Update List of different categories of containment facilities/labs on BioSafety Shared Drive: <u>PAN/Riskware developing a reporting function for audit tool</u> Drew Kleier advised still awaiting timeframes from PAN. Current list has been updated to include everything that has been registered including quarantine labs. This is available under the Biosafety drive – OGTR/OGTR Annual Laboratory Inspections/2017. Will be completed in July.</p> <p>Item 2 – Review of Autoclaves Carolyn Smith-Keune advised that the “Chipmunk” autoclave is being installed into the freezer room in the Science Place. Awaiting handover of Building. Geoff Gorton advised a replacement autoclave was going into CGC – this was signed off yesterday; procurement plan has been done. Geoff Gorton to inform Estates so they can determine if the autoclave requires pressure vessel registration.</p> <p>Item 3 – OGTR Matters <u>Pest Control – OGTR & Quarantine Laboratories</u> Drew Kleier to organise meeting with Estates as no movement over the past few months. For completion by 3/17 Meeting.</p> <p>Item 4 – Resources & Processes <u>Implementation of BioSafety Procedure</u> Drew Kleier to send email regarding implementation of the Procedure by 3/17 Meeting.</p> <p>Item 5 – OGTR Matters <u>Autoclaving Requirements</u> Information is to hand and the full list of clinical waste bins is with Procurement and Estate. Contract for Townsville will be finalised in November and Cairns will be 2018. Biosafety procedure to be updated to reflect clinical waste requirements.</p> <p>Item 6 – OGTR Matters <u>89-004 Building Works & PC2 Compliance</u> Drew Kleier noted advised all outstanding matters now complete with the exception of air-conditioning systems. Specs provided to Estate office on air-conditioning requirements, and quote is to hand. Further meeting to be held with Estate.</p> <p>Item 7 – OGTR Matters <u>AITHM PC2/3 Laboratory Inspections – PC2 Animal Floor Requirements</u> Drew Kleier stated that the PC2 laboratory is complete and certified. PC2 Animal Facility form has been submitted awaiting OGTR formalisation, 90 day timeframe will be by early March. PC3 – Cathy Rush advised that OGTR have advised that they will be</p>	

back to us by 21 March. Completed 2/17. Close

Item 8 – OGTR Matters

AITHM – Quarantine Officer & Quarantine Certification

The PC2 and PC3 quarantine manual has been updated by Chris Wright and needs reviewing by Drew. Quarantine certification application to be submitted. Complete by 03/17.

Item 9 – OGTR Matters

AITHM Thursday Island – Inspection

PC2 laboratory inspection to occur at the end of February by Lynn Woodward and Drew Kleier. Committee queried the need for OGTR classification. Cathy Rush stated that she felt that quarantine certification would be more relevant. The Chair, Geoff Gorton, advised that the initial need for the laboratory was to enable researchers to come back to the laboratory and prepare specimens for transporting to Townsville or Cairns. Lynn Woodward to ascertain what the usage plans are for the laboratory and report back to Committee. Facility inspected by Lynn Woodward and Drew Kleier. Complete 2/17. Close

Item 10 – OGTR Matters

Application Register

Application Register to be added as a standing item. Complete 2/17. Close

Item 11 – OGTR Matters

Application Requests

Complete 2/17. Close

Item 12 – OGTR Matters

Building 87 – PC 3 OGTR Surveillance Audit

Complete 2/17. Close

Item 13 – Compliance, Operational Activities & Hazards (Planning)

Safety in Laboratories Part 3: Microbiological Safety & Containment

Drew to provide report regarding changes to the standard.

Item 14 – Terms of Reference

Terms of Reference 2017

Completed 2/17. Close

Item 15 – Terms of Reference

Qld Health External Member

Drew to contact Michael Sheridan from Qld Health.

Item 16 – General Business

Schedule of Meetings

Complete 2/17. Close

Item 17 – General Business

Annual Report

Complete 2/17. Close

Item 18 – General Business

Project Application Form

Drew to update Project Application form to include Dual Use Legislation. Include Dual Use in the full review of the Biosafety Application.

4.	OGTR MATTERS
	<p><i>Audits, Approvals of Projects & Procedures</i> <u>NLRD Update list from OGTR</u> Drew to update NLRD Listing <u>Building 87 PC3 Laboratory (Cert 3029) OGTR surveillance audit</u> Completed <u>AITHM Researcher</u> Andreas Kupz AITHM researcher progressing with a DNIR application. <u>OGTR PC3 Certification (Cert 4200) for building 48 (AITHM Townsville) received.</u> Complete <u>OGTR PC2 Animal Facility certification (Cert 4212) received for Building 48 (AITHM Townsville) received.</u> Complete <u>Building D1, 121A Dentistry laboratory (Cert 3496). Recertified and suspension lifted.</u> Complete <u>OGTR IBC Forum</u> Drew Kleier, Phil Walsh and Chris Wright to attend. Participants to report back. <u>Bill Warren Laboratory De-certification (Cert 426, Cert 425)</u> Alex Baxter organising decontamination – once complete Drew Kleier and Bill Leggat to inspect. <u>Building 87 PC3 Shutdown (Cert 3029)</u> Scheduled for May 15th.</p>
	<p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Drew to update NLRD Listing • Drew, Phil and Chris to report on OGTR IBC Forum • Drew Kleier and Bill Leggat to inspect and decertify Bill Warren Labs.
5.	COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS (PLANNING)
	<p>Update on Sector & Industry HSE Standards & Practices <u>DR AS/NZS 2243.3:2016 Safety in laboratories Part 3: Microbiological safety & containment (revision of AS/NZS 2243.3:2010) Standard Review & Comment Template</u></p>
6.	RESOURCES & PROCESS
	Nil to Report
7.	REPORTING & VERIFICATION
	<p><u>Riskware Report – Incidents & Hazards, Notifiable Events, High/Very High Risks</u> Report noted.</p>
8.	GENERAL BUSINESS
	<p><u>Business Arising – HSEAC</u> Interested in getting the OGTR signed off.</p> <p><u>Update on JCU & Sector HSE Standards & Practices</u> Nil</p> <p><u>RW3455 Unauthorised access to laboratory with live crazy ants</u> Estate Office personnel entered a building containing crazy ants. Building may not have had adequate signage which has now been provided.</p> <p><u>Quarantine regulator has conducted inspection of building 87 PC3 (Q2078). Inspection was passed successfully.</u> Completed Inspection of Thursday Island AITHM PC2 Laboratory has occurred. Minor items</p>

<p><u>required attention.</u> Completed</p> <p><u>Applications for Quarantine Approved Arrangements for building 48 (AITHM Townsville) PC2 and PC3 are in progress.</u> Quarantine regulator will inspect next week.</p> <p><u>Corrective actions raised by Quarantine regulator for Cairns Quarantine laboratory closed out (Q1995, Q1590).</u> Closed</p> <p><u>Building 89, 004 rectification of ventilation to meet PC2 requirements in progress.</u> Meeting needs to be held with Estate to determine scope of works and approval to proceed.</p> <p><u>Discussion held with DTHM and Estate Directorate regarding plant species that pose biosecurity risk in the Vet and biomedicine area.</u> Management plan for the biosecurity relevant plant species has been formulated. Drew to follow up.</p> <p><u>Representative with knowledge of plant biosecurity and biosafety issues to be approached and invited onto the committee on an ad hoc basis.</u> Drew Kleier and Geoff Gorton to follow up.</p> <p><u>Approved applications</u> Noted</p> <p><u>Biosafety Application Process</u> Phil Walsh now included to assess biosafety applications. Drew to do up a roster of when members are responsible for assessing biosafety applications. Biosafety application form being reviewed.</p> <p><u>Building 48 PC3 Mechanical Contractor</u> Simon Leavers agreed to meet with the JCU stakeholders to discuss options.</p> <p><u>Biosafety Cabinet Servicing</u> Simon Leavers to speak to Ritchie re procurement plan. Drew to facilitate obtaining a complete list of biosafety and laminar flow cabinets.</p>
<p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Drew Kleier to follow up the progress of the actions from the management plan for the biosecurity plant species. • Drew Kleier and Geoff Gorton to follow up on plant biosafety representative. • Drew Kleier to do up a roster of when members are responsible for assessing biosafety applications. • Drew Kleier to arrange meeting with Simon Leavers and stakeholders for Building 48 PC3 ventilation. • Drew to facilitate obtaining a complete list of biosafety and laminar flow cabinets.

Meeting closed at 3.10p.m. .
Confirmed:

Chairperson

27 April 2017