

# Infectious Agent Reporting Procedure (MPF1161)

## GOVERNING POLICY

This procedure is made under the [Infectious Agent Reporting Policy](#).

## SCOPE

This procedure applies to all areas of the University where hazardous infectious agents or biological material (including diagnostic samples), that might reasonably be expected to contain these agents, is stored, used, handled, transported or disposed.

## PROCEDURE

### 1. Inventory requirements

1.1. Work groups must keep an inventory of the hazardous infectious agents or potentially hazardous biological material that is used, handled, stored, transported or disposed of in that work area. Risk group 1 agents are specifically excluded from this requirement as they are low risk and are unlikely to cause disease.

### 2. Risk Group 2 agents

2.1. Work groups must report the acquisition of a new Risk Group 2 agent to the relevant department prior to commencement of work with that agent. An [Acquisition of a Risk Group 2 Agent reporting form](#) is available on the Office for Research Ethics and Integrity website.

2.2. Departments must maintain an inventory of Risk Group 2 agents used by personnel under their control and report the inventory to the Office for Research Ethics and Integrity on an annual basis.

### 3. Risk Group 3 agents

3.1. Work groups must report the acquisition of a new Risk Group 3 agent to the Office of Research Ethics and Integrity prior to the commencement of work with that agent. An [Acquisition of a Risk Group 3 Agent reporting form](#) is available on the Office for Research Ethics and Integrity website.

### 4. Risk Group 4 agents

4.1. Work groups must report any intention to acquire a Risk Group 4 agent to the [Office for Research Ethics and Integrity](#). Refer to the [Infectious Agent Project Approval Policy](#) and the [Infectious Agent Project Approval Procedure](#) for information about approval requirements for Risk Group 4 agents.

### 5. Reporting inventory changes

5.1. The Office for Research Ethics and Integrity will coordinate the annual reporting of changes to the inventory of hazardous infectious agents.

## RELATED DOCUMENTS

- [Acquisition of a Risk Group 2 Agent reporting form](#)
- [Acquisition of a Risk Group 3 Agent reporting form](#)
- Australian/New Zealand Standard, 2243.3: Safety in Laboratories, Part 3: Microbiological safety and containment (available through [University Library](#))

- [Containment Facility Internal Certification Policy](#)
- [Containment Facility Internal Certification Procedure](#)
- [Infectious Agent Project Approval Policy](#)
- [Infectious Agent Project Approval Procedure](#)

## DEFINITIONS

Term	Definition
<b>biological material</b>	Any material such as tissue (including organs and bone), cell lines or body fluids sourced from a living organism. Samples (for example, unscreened human blood or blood products) are included in this definition.
<b>hazardous infectious agent</b>	A bacterium, fungus, virus or other agent able to cause disease in an otherwise healthy host (for example, human, animal or plant).
<b>infectious agent</b>	An infectious agent is a bacterium, fungus, virus or other agent that is able to invade and replicate in a host organism (for example, human, animal or plant) and which may or may not cause a disease.
<b>Risk Groups 1, 2, 3 and 4 (Human and animal infectious microorganisms)</b>	Risk groups, as defined in AS/NZS 2243.3, divide microorganisms that are infectious for humans and animals into categories for Australasia based on their pathogenicity, the mode of transmission, the host range of the agent and the availability of effective prevention and treatment. Risk Group 1 agents have the lowest individual and community risk and include microorganisms that are unlikely to cause human or animal disease. Risk Group 2 agents may cause disease in healthy hosts, but are difficult to transmit (limited community risk), don't usually cause serious or life-threatening illness and are readily treated or prevented. Risk Group 3 agents are those that usually cause serious disease and may present a serious risk to laboratory workers. Risk group 3 agents also present a limited to moderate community risk if spread in the environment, but there are usually effective measures for treatment and/or prevention. Risk Group 4 agents are those that present significant individual and community risks and usually produce life-threatening disease, are readily transmissible and effective prevention and/or treatment are not usually available.
<b>Risk Groups 1, 2, 3 and 4 (Plant infectious microorganisms)</b>	Risk groups, as defined in AS/NZS 2243.3, divide microorganisms that are infectious for plants into categories for Australasia primarily based on their containment to avoid risk to the environment. The economic or ecological impact, the ease of spread, the host range of the agent and the use in the facility (in vitro or in vivo) are considered when determining the risk group for these pathogens. Risk Group 1 agents are unlikely to be a risk to plants, industry, a community or region and are already present and widely distributed. Risk Group 2 agents have a low to moderate risk to plants, industry, a community or region and is present but not widely distributed. Risk Group 3 agents are those that present a significant risk to plants, industry, a community or region, are exotic but with a limited ability to spread without a vector. Risk Group 4 agents are those that present a highly significant risk to plants, industry, a community or region, are exotic and readily spread naturally without a vector.
<b>work group</b>	A work group for the purposes of this policy is a person or people who share physical space and may be exposed to hazardous infectious agents that are being used in that physical space. Examples of work groups include all members of a laboratory, those working in clinical settings, diagnostic and reference laboratories, and pathology laboratories.

## RESPONSIBLE OFFICER

The Director, Office for Research Ethics and Integrity is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

## **IMPLEMENTATION OFFICER**

The Biosecurity and Biosafety Officer, Office for Research Ethics and Integrity is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the implementation officer.

## **REVIEW**

This procedure is to be reviewed by 30 November 2015.

## **VERSION HISTORY**

<b>Version</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Effective Date</b>	<b>Sections Modified</b>
1	Senior Vice-Principal	1 Aug 2013	1 Aug 2013	N/A