

# Guide to completing the 2020 UNSW Biological and facility Register

## Contents

Contents .....	1
1. Instructions for filling in the register (Tab 1).....	2
1.1. Important preliminary information.....	2
1.2. NAMING CONVENTION for RETURN-FILES and REGISTER-COLUMNS B, C, D.....	2
1.3. Why are we doing this?.....	4
1.4. Who needs to fill in the register?.....	4
1.5. What information is needed?.....	5
1.6. Is it one person per Tab 6 worksheet, or one School, or one Faculty.....	6
1.7. How to create additional Register worksheets.....	6
2. Flow diagram for materials (Tab 2).....	7
2.1. Flow diagram for materials.....	7
3. Definitions, Exclusions, symbols, abbreviations and acronyms (Tab 3).....	8
3.1. Definitions.....	8
3.1. Exclusions from register.....	9
3.2. Symbols, Abbreviations, Acronyms: Table 1.....	9
4. Explanation of Register Columns (Tab 4).....	10
5. List of Campus and Building names and codes (Tab 5).....	12
5.1. Site (Campus) Codes and Names.....	12
5.2. Building Codes and Names (pp 13-18).....	13

# 1. Instructions for filling in the register (Tab 1)

## 1.1. Important preliminary information

The Head of School/Unit/Centre is responsible for ensuring that this biological register is completed and returned to the UNSW WHS Coordinator for Biosafety, Kate Noble ([k.noble@unsw.edu.au](mailto:k.noble@unsw.edu.au)) by the due date.

**NOTE:** Registers from all areas are being collected and will be combined for the purpose of identifying risk profiles for Faculties, Schools/Units/Centres (Research and Analytical), Buildings, Floors, and campuses. For these reasons, it is important that you:

- **Do not delete any columns**
- **Do not move or re-arrange any columns**

Although information for columns B to F might be the same for each line entry on the worksheet, it is important that the information is provided for each line entry, for the purpose of sorting.

Any enquiries, [contact](#) your Faculty/Division Business Partner/Coordinator, or Kate Noble.

## 1.2. NAMING CONVENTION for RETURN-FILES and REGISTER-COLUMNS B, C, D

Please use UPPER CASE for the following codes

- when completing Tab 6 of the Register (Columns B, C & D)
- and when returning completed Biological registers. The file name for completed register should be as follows: **FACULTY/DIVISION\_SCHOOL/CENTRE/UNIT\_YYYYMMDD**
- Files are to be returned to by email [k.noble@unsw.edu.au](mailto:k.noble@unsw.edu.au) with your filename in the Subject line
- If your Faculty/Division or School/Unit/Centre has not been identified in the following lists, please contact Kate Noble ([k.noble@unsw.edu.au](mailto:k.noble@unsw.edu.au)).

Please return only *one* register per School/Unit/Centre.

- Tab 6 is formatted to 800 lines but you do not have to fill the first tab 6 before creating another one. Your area's single returned register may have only one Tab 6 or more than one Tab 6.s.
- Tab 6s can be named however you want but please ensure that all are combined into one file for returning to WHS.

### UPPER CASE: FACULTY/DIVISION\_SCHOOL/CENTRE/UNIT\_YYYYMMDD

Code for Faculty or Division:

Code for Register	Faculty/Division
<b>AD</b>	Art & Design
<b>ASS</b>	Art & Social Sciences
<b>BE</b>	Built Environment
<b>ENG</b>	Engineering
<b>MED</b>	Medicine
<b>SCI</b>	Science
<b>ADFA</b>	UNSW Canberra
<b>DVCR</b>	Deputy Vice Chancellor Research

Code for School/Centre/Unit:

<b>Faculty/Division</b>	<b>School/Centre/Unit CODE</b>	<b>School/Centre/Unit</b>
AD	<b>AD</b>	Art & Design
ASS	<b>SAM</b>	School of Arts & Media
BE	<b>BE</b>	Built Environment
ENG	<b>GSBME</b>	Graduate School of Biomedical Engineering
ENG	<b>CHEMENG</b>	Chemical Engineering
ENG	<b>CEE</b>	Civil & Environmental Engineering
ENG	<b>CSE</b>	Computer Science and Engineering
ENG	<b>EET</b>	Electrical Engineering & Telecommunications
ENG	<b>MECH</b>	Mechanical & Manufacturing engineering
ENG	<b>MER</b>	Minerals & Energy Resources Engineering
ENG	<b>SPREE</b>	Photovoltaic & Renewable Energy Engineering
MED	<b>CCI</b>	Childrens' Cancer Institute
MED	<b>GIGH</b>	The George Institute for Global Health
MED	<b>KIRBY</b>	Kirby Institute
MED	<b>RHW</b>	Royal Hospital for Women
MED	<b>SCH</b>	Sydney Childrens Hospital
MED	<b>SOMS</b>	Medical Sciences
MED	<b>PSYCHMED</b>	Psychiatry
MED	<b>SPHCM</b>	Public Health & Community Medicine
MED	<b>WCH</b>	Women's and Children's Health
MED	<b>POWCS</b>	Prince of Wales Clinical School
MED	<b>ACS</b>	Rural Clinical School Albury
MED	<b>CHCS</b>	Rural Clinical Coffs Harbour
MED	<b>GCS</b>	Rural Clinical Griffith
MED	<b>PMCS</b>	Rural Clinical Port Macquarie
MED	<b>SCS</b>	Rural Clinical Sydney
MED	<b>WWCS</b>	Rural Clinical Wagga Wagga
MED	<b>SGCS</b>	St George Clinical School
MED	<b>SVCS</b>	St Vincent's Clinical School
MED	<b>SWSCS</b>	South Western Sydney Clinical School
MED	<b>INGHAM</b>	Ingham Health research Institute

20 August 2020, V1.2

MED	<b>NEURA</b>	Neuroscience Research Australia
SCI	<b>BEES</b>	Biological, Earth & Environmental Sciences
SCI	<b>BABS</b>	Biotechnological & Biomolecular Sciences
SCI	<b>CHEMSCI</b>	Chemistry
SCI	<b>MSE</b>	Material Science & Engineering
SCI	<b>OPTOM</b>	Optometry & Vision Science
SCI	<b>PHYS</b>	Physics
SCI	<b>PSYCSCI</b>	Psychology
SCI	<b>FOWLERS</b>	Field Station – Fowlers Gap
SCI	<b>HAY</b>	Field Station - Hay
SCI	<b>SMITHS</b>	Field Station – Smiths Lake
SCI	<b>WELL</b>	Field Station - Wellington
ADFA	<b>SSCI</b>	School of Science
DVCR	<b>AS</b>	AS – Animal Services
DVCR	<b>BIOREP</b>	MWAC – UNSW Biorepository (CCI)
DVCR	<b>BMIF</b>	MWAC – Biomedical Imaging Facility
DVCR	<b>BMSF</b>	MWAC – Bioanalytical Mass Spectrometry Facility
DVCR	<b>BRIL</b>	MWAC – Biological Resources Imaging Laboratory
DVCR	<b>CCF</b>	MWAC – Cell Culture Facility
DVCR	<b>EMU</b>	MWAC – Electron Microscope Unit
DVCR	<b>FLOW</b>	MWAC –Flow Cytometry Facility
DVCR	<b>NMR</b>	MWAC – Nuclear Magnetic Resonance Facility
DVCR	<b>RECS</b>	RECS – Animal Ethics (& Human Ethics)
DVCR	<b>SPECLAB</b>	MWAC – Spectroscopy Laboratory

Example: MED\_SWSCS\_20200815

### 1.3. Why are we doing this?

Following an internal Biosafety/Biosecurity Audit, carried out by KPMG during 2019, it was revealed that the University is currently unable to confirm the extent of Biological Materials and Biological Agents used in teaching and research, due to a lack of visibility over the current holdings of biological material stored within UNSW facilities. This Register is one of the Corrective Actions from last year's audit.

### 1.4. Who needs to fill in the register?

Any School/Unit/Centre, in any Faculty or Divisional, which 'owns' biological materials and biological agents, is required to complete this comprehensive Biological and Facility register

(Tab 6) for the material use, storage, housing, and/or analysis, for the Building(s) & room number(s) where the materials are taken to be used, stored, housed, and/or analysed.

The Head of School/Unit/Centre must allocate responsibility to ensure that the requested information is provided into each column for each row.

### 1.5. What information is needed?

Filling in this register will provide a comprehensive stocktake of ALL Biological Materials and Agents plus ALL facilities, buildings and campus locations where these Biological Materials and Biological Agents are housed, stored, used and manipulated.

This will include logging any teaching and research materials taken to an area managed by a different School/Unit/Centre, in order to use equipment or services, including storage/housing.

For a School/Unit/Centre that is receiving another area's materials for the purpose of teaching or analysis, *at this stage*, will not need to fill in the register for these materials. They will however need a register of these materials if the materials that are being storage or housed.

Permits, approvals and certifications related to these materials are also needed.

- The name of the Faculty/Division, the name and code of the Site (campus) and Building in which the School/Unit/Centre resides where the materials are being used and/or stored/housed, plus the information for any other School/Unit/Centre where the materials may be taken for teaching, analysis, storage or housing.
- The name of the person responsible for each room and storage location within the Building(s).
- Identify ALL biological materials and biological agents used in teaching and research, the room(s) in which they are used, manipulated, analysed, the room(s) or corridor(s) in which they are housed or stored and that are being managed by that School/Unit/Centre in that Building. See Section 3 (this document) & Tab 3 (excel Register) for definitions and also "*Answers to consultation questions*", which can all be found on the [2020 UNSW Biological and Facility Register](#) webpage.
- The name, contact phone number and email address of the person who 'owns' or is responsible for each entry (item, material).
- Information about materials that are stored or housed in another area needs to go onto your register. This information should also be provided to the manager of the storage/housing area for their register.
- Materials that are brought onto your site only for a short period of time e.g. for acute studies, to use diagnostic and analysis equipment only need to be on the material 'owner's register but you must be checking that your facility is appropriate for receiving these materials. Materials brought onto your sit for longer term work, more complex processes or for storage or housing need to be included on your register, (which may be different to the area that 'owns' the materials) as these materials form part of the risk profile of that area whilst on-site.
- A School/Unit/Centre that houses other peoples' biologicals and may have procedure areas for those housed or stored biologicals in a Building or Site different to the School/Unit/Centre that 'owns' the biologicals, must complete a register of those biologicals stored/housed in their area of responsibility for managing, for example: cold storage, animal facility, plant facility and such. If you already have a *comprehensive*

register of these, then you need to provide only a one-line entry for each risk group, permit, species and such.

### **1.6. Is it one person per Tab 6 worksheet, or one School, or one Faculty**

Tab 6 has been formatted to allow 800-line entries. You do not need to have everything on one Tab 6 worksheet, especially where there are several Research Groups with large numbers of biological materials.

Only one Register per School/Unit/Centre is to be returned. The completed Register for School/Unit/Centre can be one or many Tab 6 worksheets. It is up to individual areas to determine the easiest and most efficient way to provide this information.

- For some School/unit/Research Centres, and teaching areas using small amounts, the returned register might only have one Tab 6 worksheet.
- Some School/unit/Research Centres with several research groups might choose to have a new tab 6 worksheet for each group or Chief Investigator and such.
- Name each worksheet Tab with an identifier that is meaningful to you eg the School/Unit/Centre name, the research group name, name of the group's Lead Investigator, or research floor, and such.

### **1.7. How to create additional Register worksheets**

Right click on Tab 6. **BioFacility Register**. Click on "Move or Copy". In the bottom left corner of the dialogue box that appears, tick the box [Create a copy] then click OK. The new tab will be found to the left of the Tab 1. Repeat this for as many additional sheets as needed.

**Tab 1** = The Instructions

**Tab 2** = Material flow diagram

**Tab 3** = Definitions, symbols, abbreviations and acronyms

**Tab 4** = Description of the information required in each column of the UNSW Biological and Facility stocktake Register

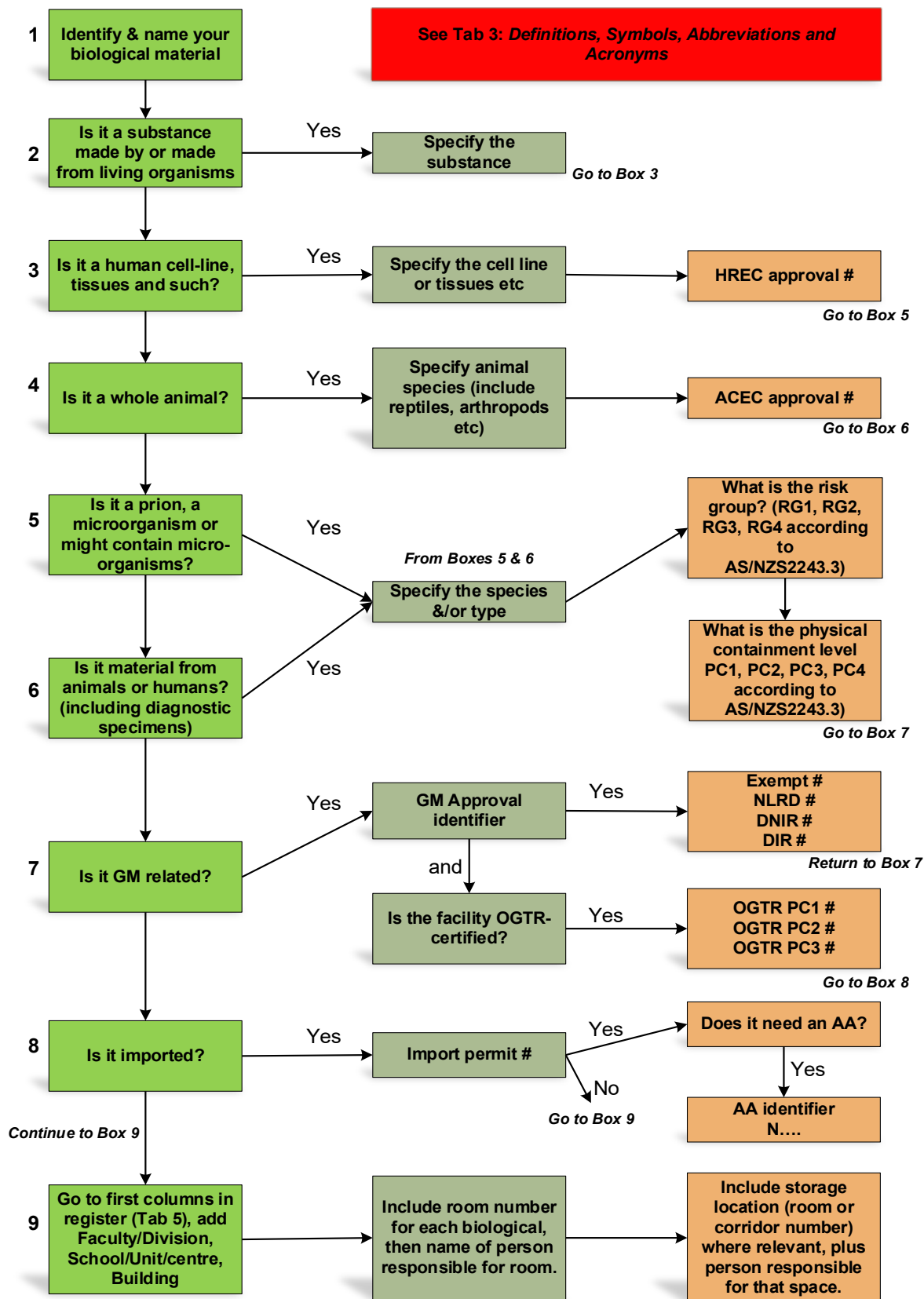
**Tab 5** = Lists: Campus names & codes, & Building names & codes

**Tab 6** = The 2020 UNSW Biological and Facility Stocktake Register template

[Return to Contents](#)

## 2. Flow diagram for materials (Tab 2)

### 2.1. Flow diagram for materials



[Return to Contents](#)

### 3. Definitions, Exclusions, symbols, abbreviations and acronyms (Tab 3)

#### 3.1. Definitions

##### 3.1.1. Biological Materials and Agents

- Organic matter – biological materials that have come from once-living organisms within terrestrial and aquatic environments
- Chemical substances present in, produced in and by living organisms, such as hormones, neurotransmitters,
- Diagnostic specimens (from any animal, particularly from humans), materials that have the potential to contain infectious microorganisms (including zoonotic diseases)
- Body fluids – liquids from inside humans and animals, such as blood, lymph, saliva, sweat, urine, intraocular, cerebrospinal, semen, vaginal, synovial.
- Mucous - aqueous secretion produced by, and covering, mucous membranes such as nasal (sinus), anal, bronchial.
- Cells and cellular components from which organisms are composed, includes abnormalities such as mutations, cancers, teratomas
- Tissues - an ensemble of similar cells from the same origin that together carry out a specific function, such as nerves, muscle, bone, kidney, ligament, skin, eye, reproductive materials, cartilage.
- Substances made by or made from living organisms such as antibodies, interleukins, vaccines, toxins, allergens
- Whole or part of pathogenic and non-pathogenic bacteria, viruses, fungi (including yeasts and moulds), protozoa, parasites, their associated toxins
- plants, animals, fish, reptiles, birds, insects, cephalopod, vertebrate/invertebrate, single cell/multicellular organisms, living in aquatic and/or terrestrial environments
- Biomass, living or dead biological matter, often plants grown as fuel
- Animals, including their tissues, dander, blood or body fluids and excreta
- plants and insects, including fluids, hairs, or parts of a whole organism
- whole skeletons, individual bones (any species)
- human blood, tissues, cells, body parts, body fluids and excreta (or components of these)
- imported biological materials (including treated, untreated, fresh, preserved, irradiated, denatured, sterilised)
- Biological materials used in art works/sculptures/installations (excluding commercially obtained clays) and performance spaces.
- *Do not list Catalogue numbers. Name the biological component that is the reason for using the material.*

[Return to Contents](#)

20 August 2020, V1.2



## Exclusions from register

- Commercially purchased soils specifically for the raising of plants, and not the focus of research or teaching
- Commercially purchased animal feed, specifically for feeding research and teaching animals, and not the focus of research or teaching
- Live HUMANS – as participants such as in clinical trials, PhD research projects, social research and such
- *Radio*-biologicals eg 14C-labelled amino acids
- Fixed microscope slides so long as the biological *cannot* be revived. Wax-embedded biologicals are not always non-viable.
- Fossils, but not mummified remains which might contain microorganisms
- RNA/DNA fragments
- commercially obtained clays for art works/sculptures and such

### 3.2. Symbols, Abbreviations, Acronyms: Table 1

3.2.1. Table 1: Symbols, Abbreviations, Acronyms

#	Number
<b>AA</b>	Approved Arrangement site (for the containment of certain biosecurity materials) Department of Agriculture, Water and Environment
<b>GMO, GM related</b>	Genetically Modified Organisms, using Gene Technology techniques
<b>Exempt</b>	Exempt dealing
<b>NLRD</b>	Notifiable Low Risk Dealing
<b>DNIR</b>	Dealing Not Intending Release
<b>DIR</b>	Dealing Intending Release (including clinical trials materials if it is as a result of gene technology)
<b>OGTR</b>	Office of the Gene Technology Regulator, part of the Australian Government)
<b>ACEC</b>	Animal Care and Ethics Committee
<b>HREC</b>	Human Research Ethics Committee
<b>RG</b>	risk group - AS/NZS2243.3
<b>PC</b>	physical containment (level) – AS/NZS2243.3

[Return to Contents](#)

## 4. Explanation of Register Columns (Tab 4)

Column	COLUMN DESCRIPTOR	EXPLANATION of information needed
B	Faculty/ Division (where the material is used, analysed, stored, housed)	The Faculty or Division of the School, Unit or Research Centre which manages the area where the material is used, analysed, stored, housed
C	Name of School/Unit/ Centre that <b>owns</b> the material	The name of the School, Unit or Research Centre which 'owns' or is responsible for the biological material or biological agent (this could be the same as Column D)
D	Name of School/Unit/ Centre where the material is used, analysed, stored, housed	The name of the School, Unit or Research Centre which is responsible for managing the place where the biological material or biological agent is being used, analysed, stored, housed etc
E	Site (Campus) code and name (where the material is used, analysed, stored, housed)	The Site (campus) code and name where the School, Unit or Research Centre has it's main facilities <b>NOTE: you will need to go to Tab 5, and copy the SITE (Campus) Code and Name from the list.</b>
F	Building code and name (where material is used, analysed, stored, housed)	The Building code and name where the School, Unit or Research Centre has it's main facilities. <b>NOTE: you will need to go to Tab 5, and copy the BUILDING Code and Name from the list.</b>
G	Lab room number for use	The laboratory room number where the material is used for research or teaching. This could be a constant temperature room if that is where the material is used. There may be more than one room
H	Name of Manager of Lab room	The name of the person who is responsible for this room (this could be a lab or area manager, senior academic, chief investigator, project manager)
I	Storage, Housing or Freezer room (or corridor) number	The room number or corridor where the material is held in storage for later use, such a freezer, liquid nitrogen (include vapour phase) room, cold room and such. There may be more than one storage location.
J	Name Manager of Storage, Housing, or Freezer room	The name of the person who is responsible for this room (this could be a lab manager or area manager, academic with these responsibilities added)
K	Biological material or agent Identity (eg bacteria, mouse, toxin, diagnostic specimen - see definitions)	Tab 3 will help to identify the biologicals material or agent. Please specify the type of material (eg bacteria, hormone, reptile, ice-core, tissue or cell culture, diagnostic specimen, antibiotic and such). <b>Catalogue identifiers are not acceptable</b> - you must specify what is the biological component.
L	Specify the substance, Genus-species, type etc	More specific information is needed as there are situations where a particular species, subspecies, type or presentation can change the level of risk. In this column please include any information that can inform of the risk related to the material, such as the scientific name (genus & species such as Escherichia Coli, K12); the species eg Human growth hormone; primary human cell line; mouse (or murine) endothelial cells; anatoxin-a from cyanobacteria; amphibian brain tissue (from Bufo bufo).

<b>M</b>	Name of person who owns or is responsible for the material	This will usually be a senior academic, project supervisor, Chief investigator, the person who the Grant was awarded to.
<b>N</b>	Responsible person's email	the email of the person in Column M
<b>O</b>	Responsible person's phone number	The phone number of the person identified in Column M
<b>P</b>	Name the source of material: e.g. the supplier, collaborator	How did you obtain the material? Was it a commercial supplier (name), was it from a collaborator (name Institution), was it from a field trip (name location) and such
<b>Q</b>	For Teaching or Research	Is the material primarily for Teaching or for Research purposes? <b>Select from the drop-down box</b>
<b>R</b>	If relevant, list the Human or Animal Ethics Number(s)	If the material is from a human, or if it is a whole animal, provide the HREC or ACEC approval numbers
<b>S</b>	Is it Imported Material (Y/N)	Did the material need to be imported? Yes/No. If you obtained the material from someone else who imported it, you may need to answer Yes. <b>Select from the drop-down box</b>
<b>T</b>	Import Permit Number	If the material was imported, provide the import permit number
<b>U</b>	AA Facility Number (if relevant)	If the imported material needs a Biosecurity-registered facility (called an Approved Arrangement), list the AA number which begins with an 'N'
<b>V</b>	If relevant, what is the Risk Group	List the Risk Group according to AS/NZS2243.3 for anything microorganism, anything that contains microorganism(s), or anything that may contain microorganism(s) <b>Select from the drop-down box</b>
<b>W</b>	If relevant, what PC Level is required	List the Physical Containment (PC) level required for the containment of the material <b>Select from the drop-down box</b>
<b>X</b>	Is it a GMO (Y/N)	Yes/No <b>Select from the drop-down box</b>
<b>Y</b>	For GMOs, list the GTRC Approval number(s)	If a GMO, list the Exempt, NLRD, DNIR and/or DIR approval numbers related to this material
<b>Z</b>	For GMOs, list Facility OGTR cert number(s)	If a GMO, list the OGTR-Certificate facility number associate with the NLRD, DNIR and DIR

[Return to Contents](#)

## 5. List of Campus and Building names and codes (Tab 5)

### 5.1. Site (Campus) Codes and Names

Please ensure that these are identified *for every line entry* in order to be able to combine and then sort all 2020 UNSW Biological and Facility Registers.

Identify and copy the appropriate Site Code & Name and past it into Column D for every line entry for the School/Unit/Centre.

Copy and paste from this column into Column E Tab 6
<b>Site Code and Name (campus)</b>
ADFA UNSW Canberra
BANKS Bankstown Airport
CBD CBD Campus
CCS Cliffbrook
COFA Paddington Campus
DPFS David Phillips Field
FSFG Fowlers Gap Field Station
FSH Hay Field Station
FSSL Smiths Lake Field Station
FSSS Siding Spring Observatory
FSW Wellington Field Station
HSALB Albury Rural Clinical School
HSCH Coffs Harbour Rural Clinical School
HSG Griffith Rural Clinical School
HSLH Liverpool Hospital
HSPM Port Macquarie Rural Clinical School
HSRHC Randwick Hospitals Campus
HSSH Sutherland Hospital
HSSTG St George Hospital
HSSTV St Vincent's Hospital
HSWW Wagga Wagga Rural Clinical School
KENC Kensington Campus
KENE Kensington Environs
MANV Manly Vale
MISC Miscellaneous
RANC Randwick
RANE Randwick Environs

[Return to Contents](#)

## 5.2. Building Codes and Names (pp 13-18)

Please ensure that these are identified *for every line entry* in order to be able to combine and then sort all 2020 UNSW Biological and Facility Registers

Identify and copy the appropriate Building Code & Name and past it into Column E for every line entry for the School/Unit/Centre. The Site code has been shown to verify the correct Site code when selecting the building.

Site Code	Copy and paste from this column into <b>Column F</b> Tab 6 <i>Building Code and Name</i>
ADFA	1 Building 1
ADFA	13 Building 13
ADFA	14 Building 14
ADFA	15 Building 15
ADFA	16 Building 16
ADFA	17 Building 17
ADFA	18 Building 18
ADFA	19 Building 19
ADFA	20 Building 20
ADFA	21 Building 21
ADFA	22 Building 22
ADFA	26 Building 26
ADFA	29 Building 29
ADFA	30 Building 30
ADFA	32 Building 32
ADFA	36 Building 36
ADFA	41 Building 41
ADFA	111 Adams Auditorium
ADFA	3 Military Building
ADFA	OPH Old Parliament House
BANKS	BA135 Hangar 135
BANKS	BA570 Building 570
BANKS	BA621 Building 621
CBD	OC1 1 O'Connell St
CBD	PT320 Telstra Plaza (320 Pitt Street)
CCS	CC1 Cliffbrook House
CCS	CC2 Building CC2
CCS	CC3 Building CC3
CCS	CC4 Building CC4
COFA	CFAA Block A
COFA	CFAC Block C
COFA	CFAD Block D
COFA	CFAE Block E
COFA	CFAF Block F
COFA	CFAG Block G

Site Code	Copy and paste from this column into <b>Column F</b> Tab 6 <i>Building Code and Name</i>
DPFS	DP1 Central Amenities
DPFS	DP2 Western Amenities
DPFS	GP4 Grounds Depot
FSFG	FG1 Fowlers Gap - Solarch House
FSFG	FG10 Fowlers Gap - Nissan Hut
FSFG	FG11 Fowlers Gap - Carpenter's Hut/Tool Shed
FSFG	FG13 Fowlers Gap - Shearers Quarters
FSFG	FG14 Fowlers Gap - Laboratory
FSFG	FB15 Fowlers Gap - Cottage 1
FSFG	FG16 Fowlers Gap - Kangaroo Shed
FSFG	FG17 Fowlers Gap - Aviary
FSFG	FG18 Fowlers Gap - Cottage 4
FSFG	FG19 Fowlers Gap - Cottage 3
FSFG	FG20 Fowlers Gap - Dormitory
FSFG	FG22 Fowlers Gap - Greenhouse
FSFG	FG28 Fowlers Gap - Garage for Cottage 2
FSFG	FG29 Fowlers Gap - Ochre House
FSFG	FG3 Fowlers Gap - Shearing Shed
FSFG	FG4 Fowlers Gap - Cottage 5
FSFG	FG5 Fowlers Gap - Cottage 2
FSFG	FG6 Fowlers Gap - Machinery Shed
FSFG	FG7 Fowlers Gap - Generator Hut
FSFG	FG8 Fowlers Gap - Machine Shop
FSFG	FG9 Fowlers Gap - Fuel Store
FSFG	FG30 Fowlers Gap - Silcrete Lodge
FSH	HFS1 Hay Field Station - Shed
FSH	HFS2 Hay Field Station - Workshop
FSH	HFS3 Hay Field Station - Machinery Shed
FSH	HFS4 Hay Field Station - Shearing Shed/Laboratory
FSH	HFS6 Hay Field Station - Quarantine Shed
FSH	HFS7 Hay Field Station - Quarters
FSH	HFS8 Hay Field Station - Manager's Office
FSSL	SL1 Smiths Lake - Laboratory
FSSL	SL2 Smiths Lake - Toilet/Shower Block
FSSL	SL3 Smiths Lake - Accommodation
FSSL	SL4 Smiths Lake - Boat Shed
FSSL	SL5 Smiths Lake - Cooking Shelter
FSSL	SL6 Smiths Lake - COLA
FSSL	SL7 Smiths Lake - Old Students Quarters
FSSL	SL8 Smiths Lake - Store Rooms
FSSL	SL9 Smiths Lake - New Student Quarters
FSSL	SL11 Wood Shed
FSSL	SL12 Rain Water Pump Shed
FSSL	SL13 Ablutions Pump Shed
FSSS	SS1 Siding Springs - Telescope Building

Site Code	Copy and paste from this column into <b>Column F</b> Tab 6 <i>Building Code and Name</i>
FSW	WFS1 Wellington Field Station - Cottage
FSW	WFS1A Wellington Field Station - Shed
FSW	WFS1B Wellington Field Station - Garage
FSW	WFS2 Wellington Field Station - Shearing Shed
FSW	WFS23 Wellington Field Station - Administration
FSW	WFS2A Wellington Field Station - Accommodation
FSW	WFS3 Wellington Field Station - Machinery Shed
FSW	WFS4 Wellington Field Station - Hay Shed
FSW	WFS4A Wellington Field Station - Cool Room
FSW	WFS5 Wellington Field Station - Cattle Shed
FSW	WFS8 Wellington Field Station - Storage Shed
HSALB	ALBRCS Albury Rural Clinical School
HSCH	CHRCs Coffs Harbour Rural Clinical School
HSG	GRCS1 Griffith Rural Clinical School
HSG	GRCS2 Griffith Rural Clinical School Residential
HSLH	LH1 Ingham Health Research Institute
HSLH	LH4 Clinical Building
HSLH	LH5 T&R Moore Education Building
HSPM	PMRCS Port Macquarie Rural Clinical School
HSPM	SHREC Shared Health Research Education Campus
HSRHC	RHC11 Euroa
HSRHC	RHC27 Neuroscience Research Australia (NeuRA)
HSRHC	RHC4 The Bright Alliance
HSRHC	RHC5 Edmund Blacket Building (EBB)
HSRHC	RHW Royal Hospital for Women
HSRHC	SCH Sydney Childrens Hospital
HSSH	SH6 Na Mawa Cottage
HSSH	SH6A UNSW Teaching Unit Demountable 1
HSSH	SH6B UNSW Teaching Unit Demountable 2
HSSTG	STG10 Pitney Building
HSSTG	STG18 Clincial Teaching Unit Demountable
HSSTG	STG2 Research Centre
HSSTG	STG27 Research and Education Centre
HSSTG	STG4 Burt Nielson Wing
HSSTV	CFI CFI Building Kirby Institute Darlinghurst
HSWW	WWRCS Wagga Wagga Rural Clinical School
MANV	MV1 Laboratory 1
MANV	MV15 Administration 2
MANV	MV2 Administration
MANV	MV3 Laboratory 2
MANV	MV4 Workshop
MANV	MV5 Toilet Block
MANV	MV6 Store Room
MANV	MV7 Laboratory 4

Site Code	Copy and paste from this column into <b>Column F</b> Tab 6 <i>Building Code and Name</i>
MANV	MV8 Well Testing Laboratory
MANV	MV9 Laboratory 3
MISC	TC1 Tarban Creek Boat Shed TC1
MISC	TC3 Tarban Creek Boat Shed TC3
MISC	BC34 Woolley House
MISC	BR92 92-94 Belmore Road
MISC	ES8A Data Centre Hall 1
MISC	ES8B Data Centre Hall 2
MISC	WA13 The Edge 13 – 15 Wentworth Avenue
RANC	R1 Randwick R1
RANC	R13 Randwick R13
RANC	R14 Institute of Languages
RANC	R17 Substation R17
RANC	R1A Randwick R1A
RANC	R11B Randwick R1B
RANC	R1C Randwick R1C
RANC	R1D Randwick R1D
RANC	R1E Randwick R1E
RANC	R1F Randwick R1F
RANC	R2 Randwick R2
RANC	R3 Randwick R3
RANC	R4 Randwick R4
RANC	R5 Randwick R5
RANC	R6 Randwick R6
RANC	R7 Randwick R7
RANC	R8 Switchroom
RANC	R9 Tramshed
RANE	MA1 Mulwarree Apartments
KENC	B18 Fig Tree Hall
KENC	B21 Repository
KENC	B5 Fitness and Aquatic Centre
KENC	B8 University Terraces
KENC	C15 White House
KENC	C19 Garbage Disposal Unit C19
KENC	C20 Morven Brown
KENC	C21 Substation 19
KENC	C22 Chancellery
KENC	C24 Clancy Auditorium
KENC	C25 Lowy Cancer Research Centre
KENC	C27 Wallace Wurth
KENC	C6 International House
KENC	D10 Building D10
KENC	D14 UNSW Hall
KENC	D16 Goldstein Hall
KENC	D18 Philip Baxter College
KENC	D2 NIDA
KENC	D23 Mathews Theatres



Site Code	Copy and paste from this column into <b>Column F</b> Tab 6 Building Code and Name
KENC	D26 Biological Sciences - North
KENC	D9 Io Myers Studio
KENC	E12 UNSW Business School
KENC	E14 Pumproom
KENC	E15 Quadrangle
KENC	E19 Central Lecture Block
KENC	E2 NIDA Parade Theatre
KENC	E24 The Pavilions
KENC	E24A Mathews Arcade
KENC	E4 Squarehouse
KENC	E6 Roundhouse
KENC	F10 Chemical Sciences
KENC	F12 Dalton
KENC	F13 Science Theatre
KENC	F17 Rex Vowels Theatre
KENC	F20 Goodsell
KENC	F21 Library
KENC	F22 Bank
KENC	F23 Mathews
KENC	F25 Samuels
KENC	F8 Law Building
KENC	G14 Robert Webster
KENC	G15 Robert Webster Theatres
KENC	G17 Electrical Engineering
KENC	G19 John Niland Scientia
KENC	G23 Solar Industrial Research Facility (SIRF)
KENC	G27 AGSM
KENC	G6 Blockhouse
KENC	H1 UNSW Regiment
KENC	H13 The Red Centre
KENC	H20 Civil Engineering
KENC	H22 Vallentine Annexe
KENC	H22A Garbage Disposal Unit H22A
KENC	H25 Botany Street Parking Station
KENC	H3 New College Postgraduate Village
KENC	H6 Tyree Energy Technologies Building (TETB)
KENC	H8 Sam Cracknell Pavilion
KENC	J12 Newton
KENC	J14 Keith Burrows Theatre
KENC	J17 Ainsworth Building
KENC	J18 Willis Annexe
KENC	J2 UNSW Regiment 2
KENC	K14 Physics Theatre
KENC	K15 Old Main

Site Code	Copy and paste from this column into <b>Column F</b> Tab 6 <i>Building Code and Name</i>
KENC	K17 Building K17
KENC	L5 Building L5
KENC	L6 New College
KENC	M15 Rupert Myers
KENC	M7 Warrane College
KENC	N13 Barker Apartments
KENC	N18 Barker Street Parking Station
KENC	N8 House At Pooh Corner
KENC	N9 Shalom College
KENC	B16 Colombo House
KENC	B17 Goldstein College
KENC	D17 Basser College
KENC	E10 Hilmer Building
KENC	E26 Biological Sciences - South
KENC	E8 Science & Engineering (SEB)
KENE	A27 Golf House, 38 Botany St
KENE	AS10 10 Arthur Street
KENE	AS12 12 Arthur Street
KENE	AS14 14 Arthur Street
KENE	AS22 22 Arthur Street
KENE	AS24 24 Arthur Street
KENE	AS4 4 Arthur Street
KENE	BS22 Tigger's Place
KENE	BS26 26 Botany Street
KENE	BS30 30 Botany Street
KENE	BS32 32 Botany Street
KENE	BS34 34-36 Botany Street
KENE	HS30 30 High Street
KENE	HS32 32 High Street
KENE	HS34 34 High Street
KENE	HS46 46 High Street
KENE	KS9 Owl's House Building 1
KENE	MS48A Owl's House Building 2
KENE	O14 Kanga's House

[Return to Contents](#)