Occupational and Environmental Health and Safety Department

125 South Fort Douglas Blvd Bldg. 605 SLC, UT 84113 (801)581-6590

|  |  |  |
| --- | --- | --- |
| Lab PI: | IBC Protocol Number: | Inspection Date: |
| Department: | Department Chair/Dean for Research | Inspected By: |
| Inspection Type: ☐ New ☐ 3-­‐Year Renewal ☐ Annual Renewal ☐ Other |
| **Locations Inspected** |
| **Location ID** | **Building** | **Room Number** | **Biosafety Level** | **Shared Lab?** | **Passed/Not Passed (Date)** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **List of Agents that will be used/stored in lab** |
| Bacteria |  |
| Virus/viral vectors |  |
| Fungal |  |
| Cell lines |  |
| Other |  |
| **A** | **BSL-2 Lab Environment** | **Pass** | **Fail** | **Comments/Notes** |
| A1 | BSL-2 Hazard Warning signs properly posted at entry to BSL-2 area. |   |   |   |
| A2 | BSL-2 area has restricted access by door. Window in door? |   |   |   |
| A3 | BSL-2 area is clean and orderly.  |   |   |   |
| A4 | Windows in BSL-2 area do not open to exterior. |   |   |   |
| A5 | IBC Approved Protocol, SOP’s, and Spills & Exposure Procedure available in the BSL-2 area. |  |  |  |
| A6 | Is this shared lab space? |  |  |  |
| A7 | Have they completed Shared Space Training for agents? |  |  |  |
| **B** | **Standard Microbiological Practices** |   |   |   |
| B1 | The laboratory supervisor must enforce the institutional policies that control access to the laboratory. |   |   |   |
| B2 | Persons must wash their hands after working with potentially hazardous materials and before leaving the laboratory. |   |   |   |
| B3 | Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption must not be permitted in laboratory areas. Food must be stored outside the laboratory area in cabinets or refrigerators designated and used for this purpose. |   |   |   |
| B4 | Mouth pipetting is prohibited; mechanical pipetting devices must be used. |   |   |   |
| B5 | Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware must be developed and implemented. Whenever practical, laboratory supervisors should adopt improved engineering and work practice controls that reduce risk of sharps injuries. |   |   |   |
| B6 | Precautions, including those listed below, must always be taken with sharp items. These include: |   |   |   |
| B7 | Careful management of needles and other sharps are of primary importance. Needles must not be bent, sheared, broken, recapped, removed from disposable syringe, or otherwise manipulated by hand before disposal. |   |   |   |
| B8 | Used disposable needles and syringes must be carefully placed in conveniently located puncture-­‐resistant containers used for sharps disposal. |   |   |   |
| B9 | Non disposable sharps must be placed in a hard walled container for transport to a processing area for decontamination, preferably by autoclaving. |   |   |   |
| B10 | Broken glassware must not be handled directly. Instead, it must be removed using a brush and dustpan, tongs, or forceps. Plastic ware should be substituted for glassware whenever possible. |   |   |   |
| B11 | Decontaminate work surfaces after completion of work and after any spill or splash of potentially infectious material with appropriate disinfectant. |   |   |   |
| B12 | Decontaminate all cultures, stocks, and other potentially infectious materials before disposal using an effective method. |   |   |   |
| B13 | Materials to be decontaminated outside of the immediate laboratory must be placed in a durable, leak proof container and secured for transport. |  |  |  |
| B14 | Materials to be removed from the facility for decontamination must be packed in accordance with applicable local, state, and federal regulations. |  |  |  |
| B15 | "The laboratory supervisor must ensure that laboratory personnel receive appropriate training regarding their duties, the necessary precautions to prevent exposures, and exposure evaluation procedures. Personnel must receive annual updates or additional training when procedural or policy changes occur. Personal health status may impact an individual's susceptibility to infection, ability to receive immunizations or prophylactic interventions. Therefore, all laboratory personnel and particularly women of child-­‐bearing age should be provided with information regarding immune competence and conditions that may predispose them to infection.Individuals having these conditions should be encouraged to self-­‐identify to the institution's healthcare provider for appropriate counseling and guidance." |  |  |  |
| **C** | **BSL-2 Lab Equipment** | **Pass**  | **Fail** | **Comments/Notes** |
| C1 | Biological safety cabinet and clean bench certification current? |   |   |   |
| C2 | Staff is aware of proper use / limitations of BSC (air flow disturbance, volatile/flammable chemical use, etc.) |   |   |   |
| C3 |  Vacuum lines protected with liquid disinfectant traps; HEPA filter between vacuum line and liquid trap? |   |   |  |
| C4 | BSL-2 & aerosol generating activities are performed in the BSC? (Sonicating, homogenizing, vortexing, loading & unloading centrifuge cups, etc.). |   |   |   |
| C5 | Liquid disinfectant traps properly labeled? |  |  |  |
| C6 | Emergency shower, eyewash within 100 ft. Test current? |  |  |  |
| C7 | Centrifuge safety cups or sealed rotor heads used? |  |  |  |
| C8 | BSL-2 area has sink, soap, and paper towels. |  |  |  |
| C9 | First aid kit readily accessible and adequately stocked. |  |  |  |
| C10 | Bench tops are impervious to water. |  |  |  |
| C11 | Chairs have surfaces for easy cleaning and decontamination. No cloth chairs. |  |  |  |
| C12 | If present, is Autoclave inspection current? |  |  |  |
| C13 | Disinfectants/cleaning materials available in BSL-2 area? Properly and clearly labeled? |  |  |  |
| C14 | Filtered pipette tips available, stocked, and kept in BSL-2 area. |  |  |  |
| C15 | Biohazard signs on storage freezer(s), refrigerator(s), incubator(s), transport containers. |  |  |  |
| **D** | **Exposure Control** | **Pass**  | **Fail** | **Comments/Notes** |
| D1 | Potentially infectious material is placed in a leak-proof secondary container prior to transport from the laboratory. |   |   |   |
| D2 | Gloves, gowns/lab coat, eye protection, masks (as needed) are available, stocked, and kept in BSL-2 area. |  |  |  |
| D4 | Policy for safe handling and disposal of sharps are instituted (No recapping of needles, pipets disposed of as sharps). |   |   |   |
| D5 | Laboratory personnel are offered / receive appropriate immunizations (e.g. Hepatitis B). |   |   |   |
| D6 | Biohazard spill procedures are posted and lab staff is trained. |   |   |   |
| E | **Administrative Controls** |   |   |   |
| E1 | Biological research (e.g. rDNA, BSL-2 agent) is approved by IBC. |   |   |   |
| E2 | Biosafety registration is current. |   |   |   |
| E3 | Documented training records: Biosafety/BBP/Shipping (If required) |   |   |   |
| E4 | Current U of U Biosafety Manual is accessible to staff in lab? (Electronic or print copy). |   |   |   |
| E5 | Current Laboratory-Specific Biosafety Manual is accessible to staff in lab? (Electronic or print copy). Describes: Risks Associated with Agents in Lab Signs and Symptoms of Exposure Vaccination, Prophylaxis and Treatment Options PPE Requirements Methods of Disinfection/Inactivation SOPs for safe operating of equipment Spill clean-up Procedures Post-exposure Procedures |   |   |   |
| E6 | Process for inventory control is in place; stocks/cultures are documented and labeled. |   |   |   |
| **F** | **Animals** |   |   |   |
| F1 | Are animals administered BSL-2 agents in approved ABSL-2 locations?  |   |   |   |
| F2 | ABSL-2 Hazard Warning signs properly posted at entry to ABSL-2 area. |   |   |   |
| F3 | PSDS posted in ABSL-2 animal care areas where applicable. |   |   |   |
| **G** | **Biological Toxins** | **Pass**  | **Fail** | **Comments/Notes** |
| G1 | Documentation of Chemical hazard available?  CAS number Routes of exposure How exposure might occur Target organs Signs/symptoms of exposure |   |   |   |
| G2 | Staff is aware and trained on procedures for inactivation/decontamination of the biological toxin in use. |   |   |   |
| G3 | Biological Spills and Exposure Procedure available in lab. |   |   |   |
| G4 | Inactivation/decontamination materials are available. |   |   |   |
| G5 | All aerosol producing operations with biological toxins are performed in a biological safety cabinet or chemical fume hood. |   |   |   |
| G6 | Weighing powder-form toxins on a scale is performed in a biological safety cabinet or chemical fume hood. |  |  |  |
| G7 | All operations that pose a potential splash or droplet hazard are conducted in a biological safety cabinet or chemical fume hood. |  |  |  |
| G8 | Is respiratory protection required? |  |  |  |
| G9 | Have staff working with the biological toxin received medical clearance and a fit test for wearing a respirator. |  |  |  |
| G10 | Has lab staff been offered medical surveillance and vaccinations if required? |  |  |  |

Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_