

**Comparative Medicine
Laboratory Compliance Inspection Checklist
Animal Biosafety Level 2**

Date: Laboratory Location:
 IACUC#: Responsible Individual:
 IBC#: Person Interviewed:

(Queries are based on the Biosafety and Animal Biosafety Level 2 Section of the *Biosafety in Microbiological and Biomedical Laboratories*, 5th Edition, February 2007, the *NIH Guidelines for Research Involving Recombinant DNA Molecules*, April 2002, and UNMC Comparative Medicine Regulations)

Circle the response that best describes the laboratory in which work will be performed
 NA = not applicable

A. Standard Microbiological Procedures

1. Access to the animal facilities is limited or restricted at the discretion of Comparative Medicine. Yes, No
 - a. All personnel entering the animal BSL-2 areas have been trained and granted access by the IACUC, IBC, and Comparative Medicine. Yes, No
2. Personnel are instructed to wash their hands after handling infectious materials, after removing gloves, and before leaving the laboratory. Yes, No
3. Eating, drinking, smoking, handling contact lenses, and applying cosmetics are not permitted in the laboratory or animal facility. Yes, No
4. Food is stored outside the animal facility in cabinets or refrigerators designated for this purpose only and places where food is consumed are designated as “clean areas”. Yes, No
5. Mouth pipetting is prohibited with mechanical devices available for use. Yes, No
6. All procedures are performed carefully to minimize the creation of splashes or aerosols. Yes, No
7. All solutions or mixtures that are stored in the animal facility are labeled with contents, date of expiration, and the name of the Principal Investigator. Yes, No
8. All items kept in the animal facility are stored in non-porous containers that are labeled with the name of the owner. Yes, No
 - a. Cardboard is not stored in the animal facilities. Yes, No

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| 9. Work surfaces are decontaminated routinely with disinfectants effective against the biohazardous agent(s) utilized. | Yes, No |
| a. If yes, list disinfectant(s) used: _____ | |
| b. If bleach is used, a mechanism is in place to discard all diluted bleach within 30 days after diluting. | Yes, No |
| 10. Biohazardous waste is decontaminated on-site before disposal. | Yes, No |
| a. If yes, list the method and procedures for decontamination: _____ | |
| b. If yes, list the method used to monitor the decontamination process. _____ | |
| 11. Materials to be decontaminated off-site are placed into a durable, leak-proof container and closed prior to transport. | Yes, No, NA |

B. Special Practices

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| 1. A biohazard sign is posted on the entrance to all animal areas when biohazardous materials are in use (information posted includes the biosafety level symbol and the contact's name and telephone number). | Yes, No |
| 2. A biohazard symbol is posted on all equipment, i.e., refrigerator, centrifuge, incubators, etc. that store and/or are used in the manipulation of biohazardous agents. | Yes, No |
| 3. Special entry requirements, i.e., vaccination, respiratory protection, other personal protective equipment, etc. are necessary to work in the laboratory. | Yes, No |
| a. If yes, the laboratory entrance is clearly marked to indicate these requirements. | Yes, No |
| b. If yes, list these requirements: _____ | |
| 4. An Operational Safety Protocol for the use of biohazardous materials in the animal facility and lab standard operating procedures are incorporated into a Laboratory Manual which is upgraded on an annual basis. | Yes, No |
| 5. Personnel working in the animal facility and laboratory receive updates and training as necessary for procedural or policy changes. | Yes, No |
| 6. Needles and syringes or other sharp objects are restricted in the laboratory and used only when there is no alternative. | Yes, No, NA |
| a. Only needle-locking syringes or disposable syringe-needle units (i.e., needle is integral to the syringe) are used for injection or aspiration of infectious materials. | Yes, No |
| b. If used, special containers are available for disposal. | Yes, No |
| 7. Contaminated equipment is decontaminated before being sent for repair or maintenance. | Yes, No |
| 8. Spills and accidents that result in overt exposure to infectious materials are immediately reported to the Facility Manager and Principal Investigator. | Yes, No |

9. Record the rooms in which infected animals are housed: _____
 List all procedures that are performed: _____

 Indicate whether the procedures are terminal or survival: _____
 List whether the animals are kept in or returned to the animal facility:

C. Safety Equipment (Primary barriers)

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| 1. Protective equipment for physical containment of biohazards, i.e., biosafety cabinet, sealed rotor cups to contain aerosols, etc. are available and used when experiments are conducted. | Yes, No |
| 2. Personal protective equipment, e.g., non-powdered latex gloves, protective clothing, eye protection, etc. is worn when entering ABSL-2 areas. | Yes, No |
| a. Personal protective equipment for conducting experiments is worn in addition to required dress for working in the animal facility. | Yes, No |
| 3. Personal protective equipment is removed and disposed of before leaving the ABSL-2 areas. | Yes, No |
| a. Personal protective equipment that is reused, e.g., PAPR units, cartridge respirators, safety goggles, are decontaminated after use. | Yes, No |
| 4. Biological safety cabinet(s) is (are) used for the containment of biohazardous agents. | Yes, No |
| a. Biological safety cabinets are disinfected and cleaned after each use. | Yes, No |

D. Laboratory Facilities (Secondary barriers) – (Comparative Medicine)

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| 1. Security has been considered and implemented for facilities that house restricted agents (those agents determined by the US HHS as bio-threat select agents). | Yes, No, NA |
| 2. The animal room/ facility contains a sink for hand washing. | Yes, No |
| 3. Bench tops are impervious to water and resistant to chemicals used to decontaminate the work surfaces and equipment. | Yes, No |
| 4. Laboratory furniture is sturdy, non-porous, and appropriate for the tasks performed. | Yes, No |
| 5. Spaces between benches, cabinets, and equipment are accessible for cleaning. | Yes, No |
| 6. All chairs are covered with non-fabric material that can be easily decontaminated. | Yes, No |
| 7. An eyewash station is readily available. | Yes, No |
| 8. Illumination is adequate for all activities, avoiding reflections and glare that could impede vision. | Yes, No |
| 9. Windows that open to the exterior are fitted with fly screens. | Yes, No, NA |
| 10. The laboratory is designed to be easily cleaned, i.e., no carpets or rugs are used in the laboratory. | Yes, No |
| 11. If floor drains are present, traps are always filled with an appropriate disinfectant. | Yes, No |