

# Biological Safety Checklist for CL2 Laboratory

*This checklist is designed to meet the minimum requirements outlined in the Canadian Biosafety Standard (CBS) 2<sup>nd</sup> Edition and the safe work practices described in the U of L Code of Practice.*

## Section A: Contact Information

<b>Last Name:</b>	<b>First Name:</b>	<b>Phone:</b>
<b>Dept:</b>	<b>Building:</b>	<b>Room:</b>

## Section B: Inspection

<b>Date:</b>	<b>Biosafety Officer:</b>
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## Section C: Laboratory Physical and Design Requirements

( See Chapter 3 CBS)

		Yes	No	Comments
1.	Containment zones to be separated from public and administrative areas by a locked door.			
2.	Dedicated work area for paper/computer work is segregated from the laboratory work areas.			
3.	Space to be provided for the storage of PPE in use.			
4.	Aisles and exits are free from obstruction, no tripping or slippery hazard present.			
5.	If windows are present, they are equipped with screens or sealed shut.			
6.	Biohazard warning signage (including the international biohazard warning symbol, containment level, name and telephone number[s] of contact person, and entry requirements) to be posted at the containment zone point(s) of entry.			
7.	Where unique hazards exist, project specific signage to be posted at the point(s) of entry.			
8.	Surfaces and interior coatings, including, but not limited to, floors, ceilings, walls, doors, frames, casework, benchtops, and furniture, to be cleanable, non-absorbent, and resistant to scratches, stains, moisture, chemicals, heat, impact, repeated decontamination.			
9.	Floors to be slip-resistant in accordance with function.			

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		Yes	No	Comment
10.	Sinks to be provided and located to facilitate handwashing upon exit from the containment zone.			
11.	An emergency eyewash station and shower are available inside, or in proximity of, the laboratory.			
12.	Certified BSCs and other primary containment devices to be provided, based on work activities.			
13.	Primary containment devices to be designed to prevent the release of infectious material or toxins. (i.e. centrifuges, BSC, glove boxes)			
14.	Vacuum systems to be equipped with a mechanism that prevents internal contamination.			
15.	Laboratory must have a telephone.			
16.	Effective rodent and insect control program maintained.			

## Section D: Operational Practice Requirements ( See Chapter 4 CBS)

	Laboratory Work Practices			
17.	Lab personnel are aware of the location of the Biosafety Manual and Standard Operating Procedures.			
18.	Biosafety Permits are posted.			
19.	All authorized personnel are listed on the Biosafety Permit.			
20.	No evidence of food or drink being consumed or stored in the lab.			
21.	Lab personnel are not to apply cosmetics or insert/remove contact lenses in the laboratory.			
22.	Long hair and loose jewelry are restrained. It is recommended that jewelry be removed before entering lab.			
23.	All footwear must be closed heel and toe.			
24.	Open cuts, scratches and/or wounds are covered with appropriate dressings.			
25.	Syringes and other sharp objects are disposed in labeled sharps container.			
26.	No evidence of recapping, bending or removal of needle from the syringe.			
27.	No oral pipetting of any substance.			
28.	Are there traffic patterns from areas of low contamination to areas of higher contamination risk?			

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		Yes	No	Comments
29.	Work surfaces to be cleaned and decontaminated with a disinfectant effective against the pathogen(s) in use, or a neutralizing chemical effective against the toxin(s) in use, at a frequency to minimize the potential of exposure to infectious material or toxins.			
30.	Verification of the integrity of primary containment devices to be performed routinely, as described in SOPs.			
31.	Good microbiological laboratory practices to be employed.			
32.	Containers of pathogens, toxins, or other regulated infectious material stored outside the containment zone are labelled, and leak-proof, impact resistant, and kept either in locked storage equipment.			
	<b>Training and Regulatory Records</b>			
33.	All personnel have received training relevant to the Biosafety Manual and laboratory standard operating procedures.			
34.	All personnel have received training on the potential hazards associated with the work involved, and on the necessary precautions to prevent potential exposure. (documentation and sign off by employee & lab supervisor)			
35.	All personnel have received training on the primary equipment used in the lab.			
36.	All people working in the containment area have been trained in the biosecurity plan.			
37.	Lab personnel have access to PSDS and MSDS for their work.			
38.	Are all new staff and students supervised by authorized personnel when working with infectious material and toxins until they have fulfilled the training requirements?			
39.	Authorized workers participate in refresher training.			
40.	Authorized workers review emergency response procedures on an annual basis.			
41.	Personnel are trained in all decontamination SOP specific laboratory activities.			
42.	Lab personnel aware of maintaining Biological Inventory Records. Is there someone assigned to update records?			
	<b>Entry and Exit of Personnel and Material</b>			
43.	Laboratory doors are to be kept closed.			

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		Yes	No	Comment
44.	Access is limited to authorized personnel.			
45.	Caretakers and building maintenance do not enter laboratory unless trained and authorized.			
46.	Entry requirements must be posted on entry, "Authorized Workers Only"			
47.	Personal clothing to be stored separated from dedicated PPE.			
48.	Personal belonging to be kept separate from areas of infectious materials or toxins are handled.			
49.	Personnel to doff PPE in manner that minimizes contamination of skin and hair			
50.	All PPE must be removed and hands washed before exiting laboratory.			
	<b>Personal Protective Equipment</b>			
51.	Personnel (including visitors, trainees and all others) are wearing protective laboratory clothing & foot wear when working in the laboratory.			
52.	Gloves are worn for all procedures that might involve direct skin contact with biohazardous material.			
53.	Gloves must be removed and hand washed before exiting laboratory.			
54.	Lab coats are only worn in the laboratory and are removed before exiting lab.			
55.	Face protection is available and used when risk of splashes or flying objects.			
56.	All users of respirators have received training on use and fit tested.			
	<b>Biological Safety Cabinets</b>			
57.	Biological Safety Cabinets are certified annually, after repair or relocation. (certification posted)			
58.	Personnel working in a Biosafety Cabinet are trained in its correct use and have a good understanding of the different types of cabinets and uses.			
59.	BSCs are located away from high traffic areas, doors and air supplies			
60.	UV light is not recommended as an effective decontamination process.			
61.	Follow BCS safe practices and procedures when using.			
62.	No open flames in BSC.			

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63.	All surfaces are decontaminated after use.			
64.	Waste is not stored in BSC.			
<b>Decontamination and Waste Handling</b>				
65.	Effective products are available and used for the decontamination of equipment, samples, surfaces and spills of infectious materials.			
66.	All gross contamination to be removed prior to decontamination of surfaces and equipment.			
67.	All contaminated materials are decontaminated before disposal.			
68.	Is there an autoclave in the containment zone? Is there an SOP for transfer of waste from lab to autoclave?			
69.	Autoclave efficiency is monitored with biological indicators. Monitoring must be documented.			
70.	An autoclave logbook must be maintained.			
71.	Biohazard autoclave bags are available.			
72.	All solid biological waste is placed in biohazard autoclave bags and autoclaved.			
73.	Contaminated liquids to be decontaminated prior to release to sanitary sewers.			
74.	Sharps to be discarded in containers that are leak-proof, puncture-resistant, and fitted with lids, or specially constructed for the disposal of sharps waste.			
75.	Primary containment devices to be decontaminated prior to maintenance			
76.	All clothing and personal protective equipment (PPE) to be decontaminated (i.e. autoclave lab coats).			
<b>Emergency Response</b>				
77.	Emergency procedures for spill cleanup, BSC failure, fire, and other emergencies are written and easily accessible.			
78.	All spills, accidents or exposures to infectious materials are documented and reported to the laboratory supervisor and the Biosafety Officer.			
79.	An Emergency Plan is available to all laboratory personnel. This includes items such as emergency procedures, emergency numbers.			

# Biological Safety Checklist for CL2 Laboratory

## Section E: Actions Required Resulting from Inspection

#	Required Action	Priority	Action Taken	Completed
1.				
2.				
3.				

## Signatures

Completed by:		Title:	
Signature:	Phone #:	Date:	

Principle Investigators: Please complete the above shaded sections and return to the Biosafety Officer within 30 days of receiving the inspection report.

Priority A: action required immediately

Priority B: action required within 2 weeks

Priority C: action required within 30 days