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|  A close up of a sign  Description automatically generatedBiosafety Inspection ChecklistReviewed 07/22/20204600 Health Sciences Road, Irvine, CA 92697-2725phone 949.824.6200 | fax 949.824.1325 | ibc@uci.edu http://www.ehs.uci.edu |

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| Date of Walkthrough |       |
| Date of followup walkthrough | [ ]  N/A [ ]  |
| Biosafety Inspector |       |
| Proposed Agents |       |
| Animal/Arthropods |  |
| Laboratory Information |
| Department |       |
| Principal Investigator (PI) |       |
| IBC application #  |       |
| Other IBC applications |  |
| PI Phone Number |       |
| PI Email |       |
| Alternate Contact |       |
| Alternate Phone Number |       |
| Alternate Email |       |
| Training And Occupational Health |
| Select Applicable Trainings Required Per IBC Application: Training are available at UC Learning Center (UCLC) <http://www.uclc.uci.edu/>  |
| [ ]  Laboratory Core (every 3 years) [ ] Hazardous Waste (once)[ ] Bloodborne Pathogens (annually) [ ] Aerosol Transmissible Disease/Pathogens (annually)[ ] Select Agents (annually) [ ] Viral Vectors (once) [ ] Shipping (every two years) [ ] Animal Research at UCI (once – onsite only)[ ] Other specify:       |
| Select Applicable Occupational Health Services: |
| [ ] None [ ] Hepatitis B Vaccine[ ] Respirator [ ] Other Vaccine (specify):      [ ] Other (specify):      |
| Locations Of Study |
| Location (Bldg, Rm #) | Shared Space | Room Functions | Biosafety Level |
|       | [ ] yes [ ] NoIf yes, PI’s name:      | [ ] Bench work [ ] Tissue Culture[ ] Animal Procedure [ ] Animal Housing[ ] Agent Storage[ ] Other (specify):      |       |
|       | [ ] yes [ ] NoIf yes, PI’s name:      | [ ] Bench work [ ] Tissue Culture[ ] Animal Procedure [ ] Animal Housing[ ] Agent Storage[ ] Other (specify):      |       |
|       | [ ] yes [ ] NoIf yes, PI’s name:      | [ ] Bench work [ ] Tissue Culture[ ] Animal Procedure [ ] Animal Housing[ ] Agent Storage[ ] Other (specify):      |       |
|       | [ ] yes [ ] NoIf yes, PI’s name:      | [ ] Bench work [ ] Tissue Culture[ ] Animal Procedure [ ] Animal Housing[ ] Agent Storage[ ] Other (specify):      |       |
| Training and Documentation | N/A | Yes | No | Comments/Corrective Actions |
| Lab personnel have received **lab specific** training prior to start of work:* Laboratory Orientation
* Pathogen specific training
* Proficiency training in microbiological techniques and practices
* Training education to high-risk personnel (e.g. pregnant, immune impaired)

Ensured by: [ ]  PI [ ]  Lab Supervisor | [ ]  | [ ]  | [ ]  |       |
| UCLC Training documentation is available and currentTraining document can be printed from UC Learning Center at <http://www.uclc.uci.edu/>  | [ ]  | [ ]  | [ ]  |       |
| Biosafety Manual is **accessible** on lab computer/folder: <https://www.ehs.uci.edu/programs/biosafety/BiosafetyManual.pdf>  | [ ]  | [ ]  | [ ]  |       |
| Lab specific Exposure Control Plan:<https://www.ehs.uci.edu/programs/biosafety/ibc/index.html>[ ] Bloodborne Pathogen[ ] Aerosol Transmissible Disease[ ]  Other (Specify):       | [ ]  | [ ]  | [ ]  |       |
| Safety Data Sheet for infectious agent(s) available (<http://www.phac-aspc.gc.ca/lab-bio/res/psds-ftss/index-eng.php> or via vendor or NIH <http://osp.od.nih.gov/sites/default/files/resources/Lenti_Containment_Guidance.pdf> ) | [ ]  | [ ]  | [ ]  |       |
| Documentation of Medical Surveillance (e.g. offer/consent/declination of vaccination/prophylaxis, TB testing participation)  | [ ]  | [ ]  | [ ]  |       |
| Laboratory Design | N/A | Yes | No | Comments/Corrective Actions |
| Lab access is restricted/controlled | [ ]  | [ ]  | [ ]  |       |
| Lab door is kept closed when work is in progress | [ ]  | [ ]  | [ ]  |       |
| Lab door is self-closing | [ ]  | [ ]  | [ ]  |       |
| CiBR TRAC door card posted and current Door card can be printed from here: <https://ucirvine.ecompliance.net/> . If new application, use of biological material will be updated after IBC application approval. | [ ]  | [ ]  | [ ]  |       |
| Illumination is adequate | [ ]  | [ ]  | [ ]  |       |
| Work area is accessible for cleaning | [ ]  | [ ]  | [ ]  |       |
| Work area does not contain carpets and rugs | [ ]  | [ ]  | [ ]  |       |
| Chairs/stools are non-porous (no cloth) | [ ]  | [ ]  | [ ]  |       |
| Sink is readily available near exit (with soap and paper towels) | [ ]  | [ ]  | [ ]  |       |
| Eye wash station is available and inspected monthly | [ ]  | [ ]  | [ ]  |       |
| Lab windows that open are fitted with fly screens | [ ]  | [ ]  | [ ]  |       |
| Lab has designated food and drinking area | [ ]  | [ ]  | [ ]  |       |

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| Containment Equipment | N/A | Yes | No | Comments/Corrective Actions |
| Primary Containment:(e.g. Fumehood, Biosafety Cabinet, Glove box, etc.For more information on BSC <https://www.ehs.uci.edu/programs/biosafety/UCI%20Biosafety%20Cabinet%20Certification.pdf> **Type Certification Due Date** | [ ]  | [ ]  | [ ]  |       |
| All procedures with infectious agents minimize the creation of aerosols or splashes, and are done in a biosafety cabinet of other physical containment | [ ]  | [ ]  | [ ]  |       |
| BSC is away from sources of air disturbances (e.g. doors, supply vents, equipment) | [ ]  | [ ]  | [ ]  |       |
| BSC is not used for storage supplies. Front and back air vents are not blocked. | [ ]  | [ ]  | [ ]  |       |
| Items are not stored on top of the BSC | [ ]  | [ ]  | [ ]  |       |
| No Bunsen burner inside the BSC (If using Bunsen burner inside the BSC, please contact Biosafety for free on-demand burner) | [ ]  | [ ]  | [ ]  |       |
| House vacuum line is protected with a HEPA filter | [ ]  | [ ]  | [ ]  |       |
| Aspiration flask is in secondary containment (Secondary container can be ordered here for free <https://www.ehs.uci.edu/apps/waste/emptycontainers.jsp> ) | [ ]  | [ ]  | [ ]  |       |
| Centrifuge[ ] Sealed rotor with O rings[ ] Safety cups with O rings[ ] Other (specify):       | [ ]  | [ ]  | [ ]  |       |
| Other aerosol generating equipment:[ ]  Sonicator [ ]  Blender [ ]  Vortex[ ] Other (specify):       | [ ]  | [ ]  | [ ]  |       |
| All equipment that comes in contact with biohazard material (including storage and transport containers) has biohazard warning labels | [ ]  | [ ]  | [ ]  |       |
| Large equipment is seismically anchored (e.g. BSC, gas cylinders, etc.) | [ ]  | [ ]  | [ ]  |       |
| Personal Protective Equipment (PPE) | N/A | Yes | No | Comments/Corrective Actions |
| Once LHAT is completed and PPE voucher has been received, PPE appointments can be scheduled through <https://ucippe.youcanbook.me/index.jsp> |
| Long pants or equivalent and close-toed shoes | [ ]  | [ ]  | [ ]  |       |
| Lab coat/overalls | [ ]  | [ ]  | [ ]  |       |
| Disposable gloves  | [ ]  | [ ]  | [ ]  |       |
| Shoe cover | [ ]  | [ ]  | [ ]  |       |
| Safety glasses | [ ]  | [ ]  | [ ]  |       |
| Safety goggles | [ ]  | [ ]  | [ ]  |       |
| Hair cover | [ ]  | [ ]  | [ ]  |       |
| Surgical mask | [ ]  | [ ]  | [ ]  |       |
| Full face shield | [ ]  | [ ]  | [ ]  |       |
| Respirator<https://www.ehs.uci.edu/programs/ih/respiratory.html>  | [ ]  | [ ]  | [ ]  |       |
| Disposable gown | [ ]  | [ ]  | [ ]  |       |
| Cryogenic gloves | [ ]  | [ ]  | [ ]  |       |
| Autoclave gloves | [ ]  | [ ]  | [ ]  |       |
| Microtome gloves |  |  |  |  |
| Other (specify):       | [ ]  | [ ]  | [ ]  |       |
| Sharps | N/A | Yes | No | Comments/Corrective Actions |
| Engineered sharps are implemented with infectious materialsType (specify):       | [ ]  | [ ]  | [ ]  |  |
| Non-disposable sharps are in hard walled containers for transport, decontamination and storage | [ ]  | [ ]  | [ ]  |       |
| No recapping/bending/dismantling of needles  | [ ]  | [ ]  | [ ]  |       |
| Sharps container is present and easily accessible Sharps container can be ordered from <https://www.ehs.uci.edu/apps/waste/emptycontainers.jsp>  | [ ]  | [ ]  | [ ]  |       |
| Sharps container is less than ¾ full | [ ]  | [ ]  | [ ]  |       |
| Transportation and ShippingFor all shipment, please refer to <https://www.ehs.uci.edu/programs/dgoods/index.html>  | N/A | Yes | No | Comments/Corrective Actions |
| Infectious/Biohazard materials are transported within a labeled, durable, leak-proof secondary container  | [ ]  | [ ]  | [ ]  |       |
| Lab maintains a list of biohazard material that will be shipped (inventory) | [ ]  | [ ]  | [ ]  |       |
| Type of Transfer[ ] Intra Campus transfer[ ] Domestic non-permitted transfer[ ] Domestic permitted transfer[ ] International export permit[ ] International import permit | [ ]  | [ ]  | [ ]  |       |
| Shipping documents are maintained for at least 2 years | [ ]  | [ ]  | [ ]  |       |
| IBC verification system is in place when materials are shared with other collaborators | [ ]  | [ ]  | [ ]  |       |
| Name of UCI Collaborators |  |
| Waste Disposal | N/A | Yes | No | Comments/Corrective Actions |
| Waste containers can be obtained via <https://www.ehs.uci.edu/apps/waste/emptycontainers.jsp>. Waste pickup can be ordered via <https://www.ehs.uci.edu/apps/waste/biocollect.jsp> or by texting <https://www.ehs.uci.edu/apps/waste/text_to_collect.jsp>  |
| Biohazard waste container provided by UCI EH&S  | [ ]  | [ ]  | [ ]  |       |
| Spill kit containing tools to pick up sharps, absorbent material, disinfectant and extra PPE is available  | [ ]  | [ ]  | [ ]  |       |
| Liquid waste disposal:[ ] 10% bleach, 30 minutes, down drain[ ] EPA disinfectant, EH&S pick up | [ ]  | [ ]  | [ ]  |       |
| Autoclave (Sterilization only):Location:      Responsible Manager:       | [ ]  | [ ]  | [ ]  |       |
| Decontamination/Disinfectants | N/A | Yes | No | Comments/Corrective Actions |
| Equipment and work surfaces are routinely decontaminated after work or after any spill or splash | [ ]  | [ ]  | [ ]  |       |
| Equipment is decontaminated prior to repair, maintenance or disposal | [ ]  | [ ]  | [ ]  |       |
| Cultures and liquid waste are decontaminated prior to disposal using an effective method | [ ]  | [ ]  | [ ]  |       |
| Disinfectant used:[ ] 10% fresh household bleach solution[ ]  70% ethanol[ ]  Other (specify):       | [ ]  | [ ]  | [ ]  |       |
| Lab Practices | N/A | Yes | No | Comments/Corrective Actions |
| Personnel wash hands after working with potentially hazardous materials and before leaving the lab | [ ]  | [ ]  | [ ]  |       |
| Eating, drinking, smoking, chewing gum, applying makeup or contact lenses within clean areas only | [ ]  | [ ]  | [ ]  |       |
| Pest management program is in place | [ ]  | [ ]  | [ ]  |       |
| No animals/plants not associated with the work being performed | [ ]  | [ ]  | [ ]  |       |
| Disposable plastic lab supplies (e.g. petri dishes, flasks, tubs, etc.) used in place of glass when possible | [ ]  | [ ]  | [ ]  |       |
| Accidental Exposures/Spills | N/A | Yes | No | Comments/Corrective Actions |
| Emergency procedures are in place in case of agent release or malfunction of containment | [ ]  | [ ]  | [ ]  |       |
| Incidents to infectious materials must be immediately evaluated and treatedTreatment locations are posted/available in the lab <https://www.ehs.uci.edu/MedEmergPoster.pdf>  | [ ]  | [ ]  | [ ]  |       |
| Spills are contained, decontaminated, and cleaned up by approved and properly trained staff(Responsible person for cleaning the spill) | [ ]  | [ ]  | [ ]  |       |
| Has there be any incident (near miss/exposure/ spill) involving biohazard material in the lab? |  |
| All incidents/spills and exposures are reported to PI/Lab Supervisor, IBC at ibc@uci.edu and EH&S <https://www.ehs.uci.edu/apps/hr/index.jsp>  | [ ]  | [ ]  | [ ]  |       |

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| BSL-2+ Requirements | N/A | Yes | No | Comments/Corrective Actions |
| Doors are kept closed, lockable and inward opening | [ ]  | [ ]  | [ ]  |       |
| Sink is available in the room (with soap and paper towels) | [ ]  | [ ]  | [ ]  |       |
| Lab has negative air flow | [ ]  | [ ]  | [ ]  |       |
| No glass (minimize glass whenever possible) | [ ]  | [ ]  | [ ]  |       |
| No storage of cardboard and Styrofoam materials on the floor |  |  |  |  |
| No minors under the age of 16 allowed in the lab | [ ]  | [ ]  | [ ]  |       |
| Eating, drinking, smoking, chewing gum, applying makeup or contact lenses within lab is prohibited | [ ]  | [ ]  | [ ]  |       |
| All work is performed within BSC | [ ]  | [ ]  | [ ]  |       |
| Dedicated lab coats are available[ ]  Barrier lab coat[ ]  Disposable lab coat  | [ ]  | [ ]  | [ ]  |       |
| Lab personnel double glove | [ ]  | [ ]  | [ ]  |       |
| Surgical masks are available | [ ]  | [ ]  | [ ]  |       |
| Respirator meeting NIOSHType:       | [ ]  | [ ]  | [ ]  |       |
| Method of waste decontamination [ ]  Liquid waste treated with fresh 10% bleach for 30 minutes and disposed in the sink with large volume of water[ ]  Solid waste picked up by UCI EH&S | [ ]  | [ ]  | [ ]  |       |
| Permissible Select Toxin Requirements | N/A | Yes | No | Comments/Corrective Actions |
| Annual inventory is provided to UCI EH&S biosafety officer | [ ]  | [ ]  | [ ]  |       |
| Annual Lab inspection for select toxin was done on | Date: |

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| Additional comments |
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