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| A close up of a sign  Description automatically generated Biosafety Inspection Checklist Reviewed 07/22/2020  4600 Health Sciences Road, Irvine, CA 92697-2725  phone 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 No  If yes, PI’s name: | | | Bench work Tissue Culture  Animal Procedure Animal Housing  Agent Storage  Other (specify): | | | |  |
|  | yes No  If yes, PI’s name: | | | Bench work Tissue Culture  Animal Procedure Animal Housing  Agent Storage  Other (specify): | | | |  |
|  | yes No  If yes, PI’s name: | | | Bench work Tissue Culture  Animal Procedure Animal Housing  Agent Storage  Other (specify): | | | |  |
|  | yes No  If 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 current  Training 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 materials  Type (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 Shipping  For 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 treated  Treatment 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](mailto: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 NIOSH  Type: |  |  |  |  |
| 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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