

Inspection Checklist: Biosafety Level 2 (Arthropod Facility)

Department of Biosafety

<b>Applicant/JBK Ref No.:</b>	<b>Inspector:</b>
<b>Premise:</b>	<b>Date:</b>
<b>Principal Investigator:</b>	<b>Time:</b>

Check (✓) in the appropriate box that best describes the laboratory in which work will be performed.

<b>A. Arthropod Facilities</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Details / Comment</b>
1.	Is a universal biohazard symbol for BSL 2 posted at the entrance of the arthropod facility? Do the sign include name, and phone number of the facility's supervisor or other responsible personnel?				
2.	Is the door facility fitted with double self-closing door?				
3.	Is the double door provides sufficient seal to contain the arthropod?				
4.	Is the walls of the facility painted in white or bright in color?				
5.	Are the door openings covered with rigid panels such as glass, screens, plastic sheets or cloth to minimize arthropods entry / escape?				
6.	Are windows in the facility covered with mesh or screens to prevent escape of smallest arthropods?				
7.	Are air-conditioning vents covered with suitable sized mesh?				
8.	Are there any suitable electric insect control unit in place?				
9.	Is there a sink located within the facility for hand washing?				
10.	Is the sink outlets have water traps or other suitable measures to prevent escape of arthropods?				
<b>B. Safety Equipment</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Details / Comment</b>
11.	Is there first aid kit available?				
12.	Are suitable PPE available and used by laboratory personnel?				
13.	Is there any storage equipment to keep GM materials (example refrigerator)				
14.	Are the equipment is regularly maintained?				

\*This checklist is derived from *Biosafety Guidelines: Contained Use Activity of Living Modified Organism*

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### Department of Biosafety

15.	Is there a fume hood for working with hazardous chemicals?				
<b>C. Work Practices</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Details / Comment</b>
16.	Is there any biosafety manual describing the arthropod facility practices in the Standard Operating Procedure (SOP)?				
17.	Is there a signage available for prohibiting from eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption in the lab?				
18.	Are Personal Protective Equipment, PPE such as gloves, protective clothing and footwear are worn by the facility personnel at all times?				
19.	Are all personnel handling the GM arthropods wash their hands after removing gloves and before leaving the facility?				
20.	Are all doors to the arthropod facility locked for the duration of the work?				
21.	Are the air conditioning vents and filters regularly cleaned?				
22.	Are arthropods and LMO kept in separate containers?				
23.	Are all arthropods kept in suitable container? Are they all clearly labeled with species, strain/origin, date of collection, responsible investigator and a central logbook arthropods stocks kept in the facility?				
24.	Are the work surfaces clean and disinfect with disinfectant regularly?				
25.	Are cages and containers regularly cleaned?				
26.	Are all arthropods are rendered inviable prior to disposal?				
27.	Are there any living arthropods taken out from the facility?				
28.	Are arthropods autoclaved or incinerate in each of their life stages prior disposal?				
29.	Is there any pest regulated program to prevent non target arthropods?				
30.	Are sharp instruments used within the facility are properly cleaned and disinfected?				
31.	Is a sharp bin available for disposal of and all				

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Department of Biosafety

	syringes /needles/ sharps?				
32.	Is there a biological spill kit available?				
33.	Are laboratory wastes segregated into dedicated waste bins and labelled properly?				
34.	Is there any incident/accident/arthropods exposure reporting system in place?				
35.	Are there any medical surveillance program in place for the facility personnel? (example Hepatitis B vaccination)				
<b>D. Records and Documents For :</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Details / Comment</b>
36.	Procurements and transfers of GMO/LMO				
37.	Biological material / LMO inventory				
38.	SOPS for contained use activity				
39.	Staff training and competency				
40.	Equipment maintenance				
41.	Decontamination and validation				
Additional comments/observations and recommendation :					

Inspector's signature:

Date: