

Inspection Checklist: Biosafety Level 2 (Animal Facility)

Department of Biosafety

Applicant/GBK Ref No.:	Inspector:
Premise:	Date:
Principal Investigator:	Time:

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

A. Animal Facilities		Yes	No	NA	Details / Comment
1.	Is a universal biohazard symbol for BSL 2 posted at the entrance of the animal facility? Do the sign include name, and phone number of the laboratory supervisor or other responsible personnel?				
2.	Is the animal facility separated from common areas? (Examples offices and pantry)				
3.	Are the facilities for laboratory and experimental animals physically separated from other activities?				
4.	Is a dedicated hand basin of the hands-free operation type provided within animal facility?				
5.	Is there a separate section for post mortem examination?				
6.	Are bench tops impervious to water and resistant to heat, organic solvents, acids, alkalis, and other chemicals?				
7.	Are laboratory floors easy to clean and resistant to chemicals?				
8.	If the animal facility has windows that open, are they fitted with insect screens?				
9.	Are doors to animal containment facilities open inward?				
10.	Is an autoclave for decontamination available?				
11.	Is an eyewash fountain readily available in the animal facility?				
12.	Is an effective integrated pest management program in place and managed appropriately?				
13.	Does the ventilation in the animal facility have directional air flow into the areas?				
14.	Is there a good housekeeping in the facility?				

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

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15.	Is any food stored in the facilities refrigerators?				
B. Safety Equipment		Yes	No	NA	Details / Comment
16.	Is there first aid kit available?				
17.	Is there a Class II Biological Safety Cabinet (BSC) in the laboratory and certified annually? (if needed)				
18.	Is the BSC suitably located, away from door and air vent?				
19.	Is the BSC free of equipment or supplies that can block the air grills and disrupt proper airflow?				
20.	When the lab personnel use vacuum lines with bio hazardous materials, are they protected with High Efficiency Particulate Air (HEPA) filters?				
21.	Is equipment for use or storage of bio hazardous materials (i.e.? Refrigerator, freezers) labelled with biohazard symbol?				
22.	Is GM animal kept in separate room from normal animal?				
23.	Are animals housed in primary biosafety containment equipment appropriate for animal species and hazardous work activities?				
24.	Are disposable Personal Protective Equipment, PPE and other contaminated waste appropriately contained and decontaminated prior to disposal?				
C. Personal Protective Equipment (PPE)		Yes	No	NA	Details / Comment
25.	Are suitable PPE available relevant to the hazard on the laboratory and used by laboratory personnel?				
26.	Are respirator mask available for aerosol generating infectious work?				
27.	Are covered shoes/shoes cover/boots cover used in the animal facility?				
28.	Is reusable clothing appropriately contained and decontaminated before being laundered?				
29.	Are eye, face and respiratory protection used in rooms containing infected animals (as dictated				

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	by a risk assessment)?				
D. Work Practices					
30.	Is there any bio hazardous materials (e.g. recombinant DNA, cancerous cells etc.) handled in the laboratory?				
31.	Do personnel wash their hands before leaving the laboratory?				
32.	Are mechanical pipetting devices used?				
33.	Are work surfaces decontaminated with an effective disinfectant on completion of work especially after spills or splashes of bio hazardous materials?				
34.	Is a sharp bin available for disposal of and all syringes/needles/sharps?				
35.	Are re-usable sharps properly cleaned and disinfected?				
36.	Are needle-locking syringes or safety hypodermic needles used when appropriate?				
37.	Is there a biological spill kit available?				
38.	Are all wastes that are contaminated with bio hazardous materials autoclaved or decontaminated?				
39.	Have all personnel been provided information about hazards and risk about their work activity including safe animal handling?				
40.	Are facility waste segregated into dedicated waste bins and labeled properly?				
41.	Is there a suitable liquid waste decontamination system?				
42.	Is a medical surveillance program in place for the laboratory personnel? (Example Hepatitis B vaccination)				
43.	Is there a Laboratory Biosafety Guidelines or Biosafety Manual in the laboratory?				
44.	Are bio hazardous materials transported in covered containers to prevent leakage?				
45.	Is there an Emergency Response Plan (ERP) in place?				

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46.	Is medical follow up obtained if appropriate?				
47.	Are animals and plants not associated with the work found in the laboratory?				
48.	Are all wastes from the animal room (including animal tissues, carcasses, and bedding) transported from the animal room in leak-proof, covered containers?				
49.	Are wastes from the animal room disposed of in compliance with applicable institutional, local and state requirement?				
50.	Are all potentially infectious materials and animal waste materials decontaminated by an appropriate method (e.g. autoclave, chemical disinfection, or other approved decontamination methods) before movement outside the areas where infectious materials and/or animals are housed or manipulated?				
51.	Is materials to be decontaminated outside of the immediate areas within the facility where they are separated? Are there a durable, leak proof, covered container and secured for transport?				
52.	If yes to (56), does the transport container have a universal biohazard label?				
53.	Are there dedicated areas for post-mortem?				
54.	Is equipment decontaminated before repair, maintenance, or removal from the areas where infectious materials and/or animals are housed or manipulated?				
55.	Are spills involving infectious materials contained, decontaminated, and cleaned up by staff properly trained and equipped to work with infectious material?				
56.	Are cages, used instruments and containers decontaminated before cleaning?				
57.	Is there a barrier to prevent escape or entry of animals into the facility?				
E. Records and Documents For :		Yes	No	NA	Details / Comment
58.	Procurements and transfers of animal / LMO				
59.	Animal / LMO inventory				
60.	SOPS for contained use activity				

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61.	Staff training and competency				
62.	Equipment maintenance				
63.	User of laboratory / equipment (Log Book)				
64.	Decontamination and validation				
65.	Incident/accident/laboratory exposure/animal escape/animal bites/animal scratches				
66.	Is there an approval from ethics committee?				

Additional comments/observations and recommendation :

Inspector's signature:

Date: