

# Inspection Checklist: Biosafety Level 3 (Microorganisms)

Department of Biosafety

<b>Applicant/GBK 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. Laboratory Facilities</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Details / Comment</b>
1.	Is there universal biohazard symbol for BSL 3 posted at the entrance of the laboratory? Do the sign include name, and phone number of the laboratory supervisor or other responsible personnel?				
2.	Is the laboratory physically separated from other areas? (e.g. offices and pantry)				
3.	Is the laboratory easily accessible by general public?				
4.	Is there any physical separation of high containment laboratory from the access corridors?				
5.	Is the physical separation (e.g. double door with airlock) function properly?				
6.	Are access doors to the laboratory self or manual closing?				
7	Is there any monitoring systems installed in the laboratory? (e.g. closed circuit television)				
8.	Is there any autoclave located within the laboratory? If yes, is it located within the barrier wall of the laboratory?				
9.	Is there any communication device such as telephone or fax machine inside the laboratory unit?				
10.	Is there an audible and visible emergency alarm that indicate a loss of negative pressure outside the laboratory?				
11.	Are laboratory floors smooth, easy to clean and resistant to chemicals?				
12.	Is there a good housekeeping in the laboratory?				
13.	Is equipment for use or storage of bio				

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

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	hazardous materials (i.e. refrigerator, freezers) labelled with biohazard symbol?				
<b>B. Safety Equipment</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Details / Comment</b>
14.	Is there first aid kit available inside the laboratory?				
15.	Is there a Class III biological safety cabinet in the laboratory, certified annually?				
16.	Is the BSC suitable located, away from door and air vent?				
17.	Is the BSC free of equipment or supplies that can block the air grills and disrupt proper airflow?				
18.	When lab personnel use vacuum lines with bio hazardous materials, are they protected with High Efficiency Particulate Air (HEPA) filters?				
19.	Is there a fume hood for working with hazardous chemicals?				
20.	Is there any autoclaved machines located within the laboratory?				
21.	Is the autoclaved machines calibrated and maintenance annually by DOSH?				
<b>C. PPE (Personal Protective Equipment)</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Details / Comment</b>
22.	Are the PPE used protects street clothing and appropriate head gear worn by the laboratory personnel?				
23.	Is the PPE being reused? If it is, are they all decontaminated by autoclaved before being laundered?				
24.	Are respiratory mask available for aerosol generating infectious work?				
25.	Are covered shoes/foot cover used in the lab?				
<b>D. Work Practices</b>					
26.	Are all personnel have been given specific training in handling pathogenic organisms and in the use of safety equipment?				
27.	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?				
28.	Is GMO/LMOs are kept separately from non				

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	GM?				
29..	Are work surfaces decontaminated with an effective disinfectant on completion of work especially after spills of splashes of bio hazardous materials?				
30.	Is a sharp bin available for disposal of and all syringes /needles/ sharps?				
31.	Are re-usable sharps properly cleaned and disinfected?				
32.	Is there a biological spill kit available?				
33.	Are all wastes that are contaminated with bio hazardous materials autoclaved or decontaminated?				
34.	Have all personnel been provided information about hazards and risk about their work activity?				
35.	Are laboratory wastes segregated into dedicated waste bins and labelled properly?				
36.	Are suitable chemical disinfectant used for inactivating liquid waste?				
37.	Is there a medical surveillance program in place for each of the laboratory personnel? (example Hepatitis B vaccination)				
38.	Is there a Laboratory Biosafety Guidelines or Biosafety Manual in the laboratory?				
39.	Are the lab specific Biosafety procedures incorporated into the Laboratory biosafety Guidelines or Biosafety Manual?				
40.	Are needle-locking syringes of safety hypodermic needles used when appropriate?				
41.	Are bio hazardous materials transported in covered containers to prevent leakage?				
42.	Is there any incident/accident/laboratory exposure reporting system in place?				
43.	Is medical follow-up obtained, if appropriate?				
44.	Is there an Emergency Response Plan, ERP in place and trained to each personnel?				
45.	Are animals and plants not associated with the				

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