

UNIVERSITY OF GUELPH

BIOSAFETY INSPECTION CHECKLIST

Principal Investigator: _____

Biohazard Permit #: _____ Containment level _____

Laboratory Representative(s) Present: _____

Location (Building / Room) _____

Date of Inspection: _____ Inspected by: _____

Follow-up Required: Yes ____ No ____

Entrance to the containment zone(s) = indicate room number(s) _____

I. Containment Zone Entry

#	Lab facility	YES	NO	NA
1	Door signage includes biohazard symbol, containment level, PI and emergency contact details, "authorized persons only", and entry/exit requirements. Out-of-date signs are removed			
2	Lockable entrance door			
3	Self-closing doors			
4	Delineated "clean" area at the entrance (e.g., separate vestibule, floor tape, color-coded tile)			
5	Dedicated hand-washing sink (adjacent to entrance door); equipped with soap and paper towels. Hands-free _____			
7	Storage space for PPE i.e. protective clothing, eyewear, respiratory equipment. "Clean" area separated from "dirty"			
8	Dedicated PPE used (not shared)			
9	PPE available for visitors; cleaned/decon between uses			
10	Personal items incl. food and drinks stored outside the containment zone (indicate where) _____			

II. Physical Facilities

1	Lab clean, free of obstructions and free of excess materials			
2	Walls non-porous (e.g., cement block) painted with water-resistant paint which can be decontaminated.			
3	Floors seamless, slip-resistant and in good condition			
4	Airflow - Inward without re-circulation (Smoke detector test done) _____			
5	Closed and sealed windows			
6	No porous surfaces on casework, doors, frames (gaps in baseboards, no corkboards; surfaces can be easily cleaned and decontaminated.			
7	Non-absorptive benchtops; resistant to heat and chemicals. Painted surfaces not chipped or cracked.			
8	Caulking on benchtops (sinks, walls) in good condition			
9	Laboratory stools & chairs are non-fabric and /or covered with non-porous material i.e. vinyl			
10	ANSI-approved Eyewash and shower, free of obstructions and tested weekly, the shower biannually minimum (check tags/logs).			
11	Sinks labelled with EHS warning sign regarding hazardous waste			
12	Dedicated paperwork / computer stations (located away from work areas. Station is in a separate room _____			
13	Plants and/or animals not related to work are not seen			

III. Equipment: Biosafety Cabinet

1	Located away from doors, foot traffic, and supply air ducts			
2	Certified within the past year; expiry date posted on the cabinet.			
3	Clean and clutter free; No storage on top of the cabinet and/or inside; Air grilles not obstructed.			
4	Alarm in working order			
5	Location of external natural gas shut-off valve easily-accessible			

IV. Equipment: Centrifuge Location: _____

1	Rotors logged for usage			
2	Safety cups available and in good condition (check O-rings)			
3	Integrity of seals checked regularly (check log book)			

V. Equipment: Vacuum System

1	Adequate safeguards available to contain aerosols. Vacuum lines equipped with HEPA filters, traps, and flasks taped and kept in secondary container to prevent tip off			
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Comments (if any):

VI. Equipment: Autoclave

Location: _____

1	Current boiler inspection certificate with responsible person contact information posted (Centralized _____)			
2	Cycle record tapes are readily available (past two years)			
3	Validation records are readily available and up-to-date			
4	User logbook is readily available and up-to-date			
5	Thermal-protection gloves are available for handling hot objects			

VII. Equipment: Refrigerators, freezers & Dewar's

Location: _____

1	Inventory stored inside the containment zone. If not, indicate where: _____			
2	Storage equipment locked and access controlled at all times.			
3	Storage equipment labelled with the biohazard symbol			
4	Equipment with an alarm has signage indicating the emergency contact information.			
5	Refrigerators and freezers that are not designed for flammable liquid storage are labelled "flammable solvents prohibited",			

Comments (if any):

VIII. Documentation

1	Current permit and associated documents readily available to all investigative staff			
2	Training of all investigative staff is completed, and records are available on file			
3	An "Agreement on Biosafety" form is on file for each member of investigative staff			
4	Current Pathogen Safety Data Sheets are readily available to all investigative staff			
5	Current updated workplace-specific Laboratory Safety Manual/SOPS are readily available to investigative staff. (reviewed annually)			
6	The Canadian Biosafety Standards are readily available.			
7	The University of Guelph Biosafety Manual is readily available.			
8	Standard operating procedures including working with the agent, waste disposal, and emergency management are readily available to investigative staff			
9	Equipment maintenance records are available			
10	Material transfer agreements and import permits are available			
11	Incident reports and investigation are available (if applicable)			
12	Workplace inspection records are available			
13	Data protected by encryption			
14	Inventory records are submitted to BSO (regularly updated, and secure)			
15	Biological Spill plan template submitted to BSO and a copy displayed in lab			
16	Annual Emergency Exposure Response Plan submitted to BSO			

IX. Waste Management

1	CSA-approved sharps waste containers readily available and not over-filled			
2	Syringe needles not re-capped before disposal. (re-sheathing needles are preferred)			
3	Waste containers for larger broken glass items / sharp materials are readily available, labelled, and leak-proof			
4	Gloves discarded in the biohazardous waste container			
5	Leak-proof containers (i.e. will not tip and spill the contents) readily available			
6	Plastic bags labelled with the biohazard symbol are readily available and used only for biohazardous wastes.			
7	Waste management protocols readily available			
8	Approved disinfectant is readily available.			

X. Transport of Biohazardous Materials

1	Spill-proof cart available for moving materials (e.g., waste to the autoclave room)			
2	Leak-proof impact resistant, clip on secondary containers (easily disinfected) available (e.g., plastic totes)			
3	When shipping off-campus, appropriate TDG-compliant packaging is available			

Comments (if any):

XI. Emergency Management

1	Spill kit, based on a local risk assessment, is labelled, readily available, and stocked.			
2	First aid kit stocked and readily available. Dressings are water-proof.			
3	Emergency telephone numbers posted (e.g., Campus Community Police); a telephone is readily accessible.			
4	Incident report forms are readily available			
5	The fire alarm and fire extinguisher are not obstructed and easily accessible			
6	Emergency egress routes posted			
7	Refresher training on emergency procedures conducted are regularly. Date of most recent refresher training: _____			

XII. Personal Protective Equipment

1	"Howie" coats used for lab coats. (coats with knitted cuffs)			
2	Laundry service provider used for the lab coats: _____			
3	Flame-retardant protective clothing available when working with flammable liquids or pyrophoric materials.			
4	Nitrile gloves are readily available in a variety of sizes			
5	If working with cryogenic gases (liquid nitrogen), appropriate gloves and a face shield are readily available			
6	Safety glasses worn in the work area. If there is a risk of splashes, then safety goggles are available. Glasses / goggles not shared.			
7	Closed-toe non-cloth and heeled shoes worn. (Note. Dedicated work area footwear must be separate from street shoes).			

