

Animal Facility Biosafety Level 1 Inspection Report (10/2015)

Oklahoma State University
Institutional Biosafety Committee
223 Scott Hall, Stillwater, OK 74078

Facility Director:	Inspected By:		
Facility Location (Bldg/Rm Nos.):	Department:	Inspection Type: <input type="checkbox"/> Initial <input type="checkbox"/> 5 yr Renewal	
Facility Safety Officer:	College/Department Safety Officer:	Inspection Date:	

<p>List of Agents that will be Used/Stored in Animal facility (Check all applicable agent categories and list agents by category):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Recombinant DNA:</td> <td><input type="checkbox"/> Parasitic:</td> </tr> <tr> <td><input type="checkbox"/> Bacterial:</td> <td><input type="checkbox"/> Toxin:</td> </tr> <tr> <td><input type="checkbox"/> Viral:</td> <td><input type="checkbox"/> Other:</td> </tr> <tr> <td><input type="checkbox"/> Fungal:</td> <td></td> </tr> </table>	<input type="checkbox"/> Recombinant DNA:	<input type="checkbox"/> Parasitic:	<input type="checkbox"/> Bacterial:	<input type="checkbox"/> Toxin:	<input type="checkbox"/> Viral:	<input type="checkbox"/> Other:	<input type="checkbox"/> Fungal:		<p>Agents/toxins are a risk:</p> <table style="width: 100%;"> <tr><td><input type="checkbox"/> Humans:</td></tr> <tr><td><input type="checkbox"/> Animals:</td></tr> <tr><td><input type="checkbox"/> Plants:</td></tr> </table>	<input type="checkbox"/> Humans:	<input type="checkbox"/> Animals:	<input type="checkbox"/> Plants:
<input type="checkbox"/> Recombinant DNA:	<input type="checkbox"/> Parasitic:											
<input type="checkbox"/> Bacterial:	<input type="checkbox"/> Toxin:											
<input type="checkbox"/> Viral:	<input type="checkbox"/> Other:											
<input type="checkbox"/> Fungal:												
<input type="checkbox"/> Humans:												
<input type="checkbox"/> Animals:												
<input type="checkbox"/> Plants:												

Animal Biosafety Level 1 (ABSL-1): Suitable for work in animals involving well-characterized agents that are not known to cause disease in immunocompetent adult humans, and present minimal potential hazard to personnel and the environment.

ABSL	AGENTS	PRACTICES	SAFETY EQUIPMENT	FACILITIES
1	Not associated with disease in immunocompetent adult humans.	Standard microbiological practices as indicated below.	Special containment devices or equipment may be required as determined by appropriate risk assessment. PPE: Lab coats, gloves, face and respiratory protection as needed.	Special facility design may be required as determined by appropriate risk assessment.

IBC Disposition:
 Approved for Work at: ABSL-1
 Provisionally Approved for Work at: ABSL-1

Comments:

IBC Chair Signature:	Date:	Biological Safety Officer Signature:	Date:

INSPECTION CHECKLIST

Verbal Inspection		YES	NO	N/A	Comments
1.1	Facility/animal room access is limited or restricted to only those persons required for program or support purposes				
1.2	Personnel at risk of acquiring infections or for whom infections may have serious consequences are denied access to facility unless special procedures can eliminate the risk				
1.3	All employees have attended orientation training (to include chemical hygiene, how to read MSDS sheets, and animal husbandry) and training records are maintained				
1.4	Personnel receive appropriate training on standard operating procedures, potential hazards, the necessary precautions to prevent exposures, and exposure evaluation procedures				
1.5	Personnel receive annual refresher training and/or additional training as necessary				
1.6	Personnel are enrolled in the Occupational Health and Safety Program				
1.7	Protective clothing such as lab coats, solid-front/wrap-around gowns, scrub suits, or coveralls are worn when working with potentially infectious materials. Protective clothing is either discarded appropriately in the facility or disinfected prior to laundering				
1.8	Appropriate face/eye protection and respiratory protection is worn by all personnel entering spaces containing infected animals (contact lens users should also wear eye protection) as determined by risk assessment				
1.9	Eye and face protection (goggles, mask, face shield or other splatter guard) is used for anticipated splashes or sprays of potentially infectious materials				
1.10	Personnel using respirators are enrolled in respiratory protection program				
1.11	Boots, shoe covers, or other protective footwear and disinfectant foot baths are available and used when indicated				
1.12	Gloves are worn if hands are at risk of contact with infectious materials, infected animals, or contaminated surfaces or equipment				
1.13	Facility personnel wash hands after handling viable material, handling animals, removing gloves, and before leaving the facility				
1.14	Disposable PPE, including gloves, is not reused and is disposed of as biohazardous waste				
1.15	All PPE is removed and left in the facility/room before leaving				
1.16	No eating, drinking, smoking, handling contact lenses, applying cosmetics, or storing human food in animal/procedure rooms				
1.17	Mechanical pipetting devices are used (<i>i.e.</i> , no mouth pipetting)				
1.18	Sharps handling policies/practices are in place (e.g., for parenteral injections, blood samples, aspiration of fluids from animals/vials, etc.)				
1.19	The use of needles or other sharp instruments is kept to a minimum				
1.20	Plastic ware is substituted for glassware whenever possible and broken glassware is only handled by mechanical means				
1.21	Sharps containers are decontaminated (e.g., autoclaved or appropriate chemical treatment) prior to disposal or reprocessing				
1.22	Only needle-locking syringes or syringes w/ permanently affixed needles are used for injection/aspiration of infectious materials				
1.23	Needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated prior to disposal				
1.24	A needlestick injury log is maintained				

Verbal Inspection		YES	NO	N/A	Comments
1.25	Procedures minimize splashes/aerosols				
1.26	Work surfaces including those in the BSC are decontaminated at completion of work or after any spill/splash of viable material with effective disinfectant				
1.27	Method for decontaminating facility waste is available in building (<i>i.e.</i> , autoclave, incinerator, <i>etc.</i>)				
1.28	Materials decontaminated outside of animal/procedure rooms are transported in durable, leak-proof, closed containers				
1.29	Cages housing infected animals are autoclaved or thoroughly decontaminated before bedding is removed and before they are cleaned and washed				
1.30	Cages are washed manually or in a mechanical cage washer (mechanical cage washer should have a final rinse temperature of at least 180°F)				
1.31	Animal wastes (e.g., animal tissues, carcasses, contaminated feed/bedding, <i>etc.</i>) are decontaminated by approved method before disposal as dictated by risk assessment				
1.32	Animal wastes (e.g., animal tissues, carcasses, contaminated feed/bedding, <i>etc.</i>) are kept in covered, leak-proof containers during collection, handling, processing, storage, transport or shipment as dictated by risk assessment.				
1.33	Animals and plants not associated with the work being performed are not permitted in the lab				
1.34	Insect/rodent control program in effect				
1.35	Consideration is given to the use of restraint devices and practices that reduce the risk of exposure during animal manipulations				
1.36	All genetically engineered neonates are permanently marked within 72 hours after birth, if their size permits. If their size does not permit marking, their containers should be marked.				
1.37	Transgenic animals contain distinct and biochemically assayable DNA sequences that allow identification of transgenic animals from among non-transgenic animals.				
1.38	If work is done with an animal containing recombinant DNA or recombinant DNA-derived organisms, a double barrier is provided to separate male and female animals unless reproductive studies are part of the experiment or other measures are taken to avoid reproductive transmission.				
Visual Inspection		YES	NO	N/A	Comments
2.1	Facilities are located away from public areas and access is restricted.				
2.2	Doors to areas where biohazardous material and/or animals are housed open inward (doors to cubicles inside an animal room may open outward or slide) and are self-closing				
2.3	Posted signage includes required PPE, required entry/exit procedures, as well as the supervisor's name and emergency contact information				
2.4	A facility-specific safety manual has been prepared and is available				
2.5	Eyewash station is readily available				
2.6	Facility is designed to be easily cleaned (e.g., no carpets/rugs, spaces between cabinets/equipment/furniture are accessible, <i>etc.</i>). Interior surfaces are water resistant and penetrations in floors, walls, and ceilings are sealed				
2.7	Bench tops are impervious to water and resistant to heat, organic solvents, acids, alkalis, and disinfectants.				
2.8	Facility furniture/equipment is suitable for intended use				
2.9	No fabric upholstered/covered furniture or chairs				
2.10	Facility windows are resistant to breakage; windows that open are fitted with fly screens				
2.11	Internal light fixtures, air ducts, utility pipes, <i>etc.</i> are arranged to facilitate cleaning and minimize the accumulation of debris or fomites				

Visual Inspection		YES	NO	N/A	Comments
2.12	A sink is available for hand washing				
2.13	Sink and floor drains are maintained and filled with water, and/or appropriate disinfectant to prevent the migration of vermin and gases				
2.14	BSC is not located near doors, windows that can be opened, or heavy traffic areas and is certified at least annually				
2.15	The front grills of the BSCs are not blocked or covered and cabinet is free of clutter.				
2.16	If vacuum lines are in place, each service connection is fitted with liquid disinfectant traps and an in-line HEPA filter, placed as near as practicable to each use point or service cock. Filters are installed to permit in-place decontamination and replacement				
2.17	Sharps containers are labeled, conveniently located, and puncture resistant				
2.18	The direction of air flow into the animal facility is inward; exhaust air is discharged to the outside without being circulated to other rooms				

INSPECTION FINDINGS				
Code M = Minor Deficiency Code S = Significant Deficiency				
Special Notes & Considerations				
Checklist Number	Code	Deficiencies	Required Corrective Actions	Suspense