

Laboratory Biosafety Level 1 Inspection Report (10/2015)

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

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

List of Agents that will be Used/Stored in facility (Check all applicable agent categories and list agents by category): <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:	Agents/toxins are a risk: <input type="checkbox"/> Humans: <input type="checkbox"/> Animals: <input type="checkbox"/> Plants:
--	---

Biosafety Level 1 (BSL-1): Suitable for work involving well-characterized agents not known to consistently cause disease in immunocompetent adult humans, and present minimal potential hazard to laboratory personnel and the environment. Work is typically performed on open bench tops using standard microbiological practices. Laboratory personnel must have specific training in the procedures conducted in the laboratory. Precautions should be taken regarding the use of sharps.

BSL	AGENTS	PRACTICES	SAFETY EQUIPMENT	FACILITIES
1	Not known to consistently cause disease in immunocompetent adult humans.	Standard microbiological practices as indicated below.	Primary Barriers: Special containment equipment is not required, but may be used as determined by appropriate risk assessment. PPE: Lab coats, gloves, face protection as needed	Special facility design is not required, but may be used as determined by appropriate risk assessment.

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

Comments:

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

INSPECTION CHECKLIST

Verbal Inspection		YES	NO	N/A	Comments
1.1	Laboratory doors are kept shut when experiments are in progress and are locked after hours				
1.2	Personnel at risk of acquiring infections or for whom infections may have serious consequences are denied access to the lab				
1.3	Lab personnel receive appropriate training on standard operating procedures, potential hazards associated with the work, the necessary precautions to prevent exposures, and exposure evaluation procedures				
1.4	Lab personnel receive annual refresher training and/or additional training as necessary				
1.5	Protective laboratory clothing such as a lab coat or solid-front/wrap-around gown is worn when working with infectious/recombinant materials. Protective clothing is either discarded appropriately in the lab or disinfected prior to laundering				
1.6	Eye and face protection (e.g., goggles, mask, face shield, etc.) is used for anticipated splashes or sprays of infectious/recombinant materials				
1.7	Persons who wear contact lenses in the laboratory also wear eye protection				
1.8	Gloves are worn if hands are at risk of contact with infectious/recombinant materials, infected animals, or contaminated surfaces/equipment				
1.9	Personnel wash hands after handling infectious/recombinant materials, removing gloves, or before leaving the lab				
1.10	PPE, including gloves, is changed/disposed of when contaminated, work w/ infectious/recombinant material is completed, or integrity is compromised				
1.11	Disposable PPE, including gloves, is not reused and is disposed of as biohazardous waste				
1.12	All PPE is removed and left in lab before leaving for non-lab areas				
1.13	No eating, drinking, smoking, handling contact lenses, applying cosmetics, or storing human food in the lab				
1.14	Mechanical pipetting devices are used (<i>i.e.</i> , no mouth pipetting)				
1.15	Plastic ware is substituted for glassware whenever possible				
1.16	Sharps handling policies and practices are in place				
1.17	Broken glassware is only handled by mechanical means				
1.18	Only needle-locking syringes or syringes w/ permanently affixed needles are used for injection/aspiration of infectious/recombinant materials				
1.19	Needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated prior to disposal				
1.20	Sharps containers are decontaminated (e.g., autoclaved or chemical treatment) prior to disposal or reprocessing				
1.21	Lab maintains a needlestick injury log				
1.22	Procedures minimize splashes/aerosols				
1.23	Spills/accidents are immediately reported to the lab director.				
1.24	Work surfaces including those in the BSC are decontaminated using an effective disinfectant at least daily, at completion of work, or after any spill/splash of infectious/recombinant material				

Verbal Inspection		YES	NO	N/A	Comments
1.25	Method for decontaminating lab waste (i.e., autoclave) is available in building				
1.26	Materials decontaminated outside of the lab are transported in durable, leak-proof, closed containers (e.g., plastic bags transported in tray or pan with a leakproof bottom)				
1.27	Materials to be removed from the facility for decontamination are packed in accordance with applicable local, state, and federal regulations				
1.28	Cultures/stocks/regulated wastes are decontaminated by approved method (e.g., autoclaving) before disposal				
1.29	Insect/rodent control program is in effect				
Visual Inspection		YES	NO	N/A	Comments
2.1	Lab has lockable doors for access control				
2.2	Posted signage includes supervisor's name and emergency contact information				
2.3	Spill clean-up procedures are developed				
2.4	Lab is designed to be easily cleaned (e.g., no carpets/rugs, spaces between cabinets/equipment/furniture are accessible, etc.)				
2.5	Bench tops are impervious to water and resistant to heat, organic solvents, acids, alkalis, and disinfectants				
2.6	Lab furniture/equipment is suitable for intended use/loads.				
2.7	Lab has a sink for hand washing				
2.8	BSC is not located near doors, windows that can be opened, or heavy traffic areas and is certified at least annually				
2.9	The front grill of the BSC is not blocked or covered and cabinet is free of clutter				
2.10	Sharps containers are labeled, conveniently located, and puncture resistant				
2.11	Effective disinfectants are available for all agents and infectious/recombinant materials in use				
2.12	Refrigerators/freezers containing infectious/recombinant materials are labeled with a biohazard sign.				
2.13	All equipment that may be contaminated with infectious/recombinant material is labeled with a biohazard sign				
2.14	All receptacles used for infectious/recombinant waste are closed/covered when not in use or waste is autoclaved daily.				
2.15	Lab windows that open are fitted with fly screens.				
2.16	Eyewash station is readily available.				

INSPECTION FINDINGS

Code M = Minor Deficiency Code S = Significant Deficiency

Checklist Number	Code	Deficiencies	Required Corrective Actions	Suspense