**University of Windsor Biological Safety Inspection Checklist**

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|  | **Section A: Contact Information (Principal Investigator)** |
| Permit Holder: | Contact Person: | Date/Time: |
| Department: | Location(s) of Inspection: | Extension #: |

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| **Section B: Containment Entry/Exit** | **Canadian Biosafety Standards Reference:** |
| Y I N | **1** | Lab separated from public and admin areas by door? Lab Entrance Door Lockable? | 3.1.1 / 3.3.1 |
| Y I N | **2** | Door Placard with biohazard symbol on Door? Signs are consistent with the hazards within? Name and telephone of contact person stated? Entry requirements stated? | 3.3.2  |
| Y I N | **3** | Storage space provided for Personal Protective Equipment (PPE) at the containment zone point(s) of entry? | 3.3.9 |
| Y I N | **4** | Access is limited to authorized personnel and authorized visitors? | 4.5.2 |
| Y I N | **5** | Current Approved University of Windsor Biohazard permit is posted in the laboratory? | 4.1.2 |

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| **Section C: Lab Design and Work Practices** |  |
| Y I N | **6** | Windows do not open? If so, they are lockable and have screens? If not, sealed shut? | 3.2.1 |
| Y I N | **7** | Doors, frames, casework, bench-tops, stools, and chairs non-absorbent? (Wood surfaces sealed?) | 3.4.1 |
| Y I N | **8** | The wear and tear of surfaces and interior coatings is acceptable? Any significant scratch, stain, moisture, chemicals, heat, decontamination, high pressure washing, damage? | 3.4.1 |
| Y I N | **9** | Dedicated paper/computer work stations segregated from laboratory work stations within the containment zone? | 3.1.2 / 4.6.8 |
| Y I N | **10** | Handwashing sinks near exit? **11** Soap available and stocked?  | 3.6.4 |
| Y I N | **12** | Floors slip-resistant in accordance with function? Tiles are not broken or no cracked seams present? | 3.4.5 |
| Y I N | **13** | Biohazardous material is clearly identified and labeled where stored (e.g. freezers, incubators)? Appropriate warning & hazard signs are posted? | 4.8.8 |
| Y I N | **14** | Biological materials stored outside the containment zone are kept in labeled locked storage equipment? Leak proof containers needed?  | 4.6.20 |
| Y I N | **15** | Containment zone (including floors) is kept clean and tidy? (Free from obstructions, and free from materials that are in excess, not required, or that cannot be easily decontaminated) Aisles and exits are free from obstruction, no tripping or slippery hazard present. | 4.6.35 |
| Y I N | **16** | Two-way communication system(s) provided allows communication between inside the containment barrier to outside the containment zone? | 3.7.18 |
| Y I N | **17** | **LEVEL 2:** Containment zone doors kept closed? | 4.5.1 |
| Y I N | **18** | **LEVEL 2:** Biosafety Cabinet located away from high traffic areas, doors, and air supply/exhaust diffusers? BSCs are located away from high traffic areas, doors and air supplies. | 3.7.6 |
| Y I N | **19** | **LEVEL 2:** Lab members trained in BSC correct use and have a good understanding of the different types of usage.  | 4.10.1 |
| Y I N | **20** | **LEVEL 2:** BSC certified? Biological Safety Cabinets are certified annually, after repair or relocation. (certification posted) | 4.6.15 |
| Y I N | **21** | **LEVEL 2:** Sustained open flames prohibited in a BSC; on-demand open flames avoided? Open flames are avoided when using the BSC. | 4.6.28 |
| Y I N | **22** | **LEVEL 2:** Vacuum systems, when provided, equipped with a device to prevent internal contamination? | 3.7.17 |
| Y I N | **23** | **LEVEL 2:** UV light is turned off when BSC is in use. | 3.7.14 |
| Y I N | **24** | **LEVEL 2:** Proper BSC procedures are performed when in use. | 4.6.18 / 4.6.26 |
| Y I N | **25** | **LEVEL 2:** BSC benches are not cluttered and airflow is unrestricted. | 4.6.18 |
| Y I N | **26** | **LEVEL 2:** Waste containers available near BSCs. | 4.8.8 |
| Y I N | **27** | **LEVEL 2:** Work surfaces are decontaminated after use. | 4.8.2 / 4.6.11 |
| **28 Section D: Good Microbiological Laboratory Practices**  | 4.6.18 |
| Y N | Long hair tied back, restrained, or covered? | Y N | No contact lens solution or case? |
| Y N | No Jewellery? | Y N | No evidence of food or drinks? |
| Y N | Hand washing observed? | Y N | No cosmetic makeup? |
| Y N | First Aid kit available with waterproof dressing to cover wounds, cuts, scratches? |
| Y N | Paperwork and report areas are separate from areas where biohazardous materials are manipulated? |
| Y N | Lab coats are only worn in the laboratory and are removed before entering non-laboratory general use area? |

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| **Section E: Decontamination and Waste Disposal** |  |
| Y I N | **29** | Sufficient disinfectants effective against infectious materials in use are available at all times within the laboratory? (What disinfectants are used and where are they located? Are they available to lab members?)  | 4.8.2 / 4.6.11 |
| Y I N | **30** | Syringes and other sharp objects Used? If so, they are disposed in labeled sharps container? No evidence of recapping, bending or removal of needle from the syringe? | 4.8.3 |
| Y I N | **31** | All contaminated materials are decontaminated before disposal or removal from the laboratory. Laboratory bench tops and surfaces are decontaminated at the end of the work day or immediately after any spill? | 4.8.8 |
| Y I N | **32** | Biohazard waste stored in labeled waste containers until decontaminated? Biological waste is appropriately marked and labeled? | 4.8.8 |
| Y I N | **33** | Biohazard autoclave bags are available? All solid biological waste is placed in biohazard autoclave bags and autoclaved? | 4.8.8/5.1.4 |
| **Section F: Personal Protective Equipment** |  |
| Y I N | **34** | Appropriate dedicated PPE donned in accordance with Departmental policy, and to be exclusively worn and stored in the containment zone? (lab coats? Is eye/face protection used?) | 4.4.1 |
| Y I N | **35** | Personal clothing physically stored separately from dedicated PPE? | 4.5.10 |
| Y I N | **36** | Personal belongings kept separate from areas where biological material or chemicals are handled or stored?  | 4.5.11 |
| Y I N | **37** | Gloves are worn by lab members when handling biohazardous materials or infected animals?  | 4.4.4 |
| Y I N | **38** | Personnel (including visitors, trainees and all others) are wearing protective footwear (Closed-toed and closed-heel with no or low heels) when working in the containment zone? | 4.6.3 |
| Y I N | **39** | **LEVEL 2:** PPE decontaminated prior to disposal or laundering when a known or suspected exposure has occured?  | 4.8.5 |
| Y I N | **40** | **LEVEL 2:** Respirators are provided when necessary, and selected on the basis of hazard present (users are trained and fit tested)? | 4.1.13 |

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| **Section G: Emergencies** |  |
| Y I N | **41** | Emergency eyewash and shower equipment available in proximity of laboratory? **b.** Checked weekly? **c.** Lab members know closest location?  | 3.6.6 |
| Y I N | **42** | Emergency procedures for spill cleanup, BSC failure, fire, and other emergencies are written and easily accessible? | 4.9.1 |
| Y I N | **43** | Emergency Spill Response posted and lab members aware of its location? | 4.9.1 |
| Y I N | **44** | Biological Spill Kit is available and all personnel are familiar with location and associated protocols? | 4.9.6 |
| Y I N | **45** | Records of emergency responders in work/dept area are kept? | 4.9.1 |
| Y I N | **46** | **Admin:** An Emergency Plan is available to all laboratory personnel? This includes items such as emergency numbers, MSDS information and protocols | 4.9.1 |
| Y I N | **47** | All spills, accidents or exposures to infectious materials are reported to the laboratory supervisor and the Biosafety Officer? | 4.9.7 |
| Y I N | **48** | **LEVEL 2:** Lab members know to immediately notify their supervisor of any illness caused by, or that may have been caused by, the biological material or toxin(s) being handled or stored? | 4.2.3 |

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| **Section H: Record Keeping / Administrative Controls** |  |
| Y I N | **49** | Lab members know the location and contents of the Lab Safety Binders? (MSDS sheets, biosafety manual, SOPs, training records, etc)  | 4.3.13 |
| Y I N | **50** | Training and retraining of all lab members documented and sign off by employee & lab supervisor? **a.** Work specific potential hazards and precautions? **b.** Biosafety Training? **c.** All training is current? **d.** Decontamination procedures? **e.** Proper BSC Use? | 4.10.1 |
| Y I N | **51** | Evidence to show Lab personnel are required to follow these SOP’s? (sign off sheets) | 4.10.1 |
| Y I N | **52** | Inventory of biological agents handled or stored in the containment zone maintained and kept up to date? Inventory records are updated regularly. Records of regulated materials are kept. | 4.1.12 |