

<b>Oklahoma State University Institutional Biosafety Committee</b>		
<b>Laboratory Inspections</b>	Policy #	GA 102
	Effective Date	11/16/23
	Revision Date	
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	IBC Approval Date:	11/16/23

## 1. POLICY

The Oklahoma State University Institutional Biosafety Committee (IBC) requires all principal investigators (PIs) to receive IBC approval prior to beginning any research with biohazardous materials. The approval process includes a satisfactory inspection from the IBC for biosafety level (BSL) 1-3: laboratories, greenhouses, farms, or research/teaching facilities.

Inspection Timelines are as follows:

- BSL-1 facilities are inspected every 5 years.
- BSL-2 and non-SAT BSL-3 facilities are inspected every 3 years.
- SAT facilities are inspected annually.

Personnel required for inspections:

- For new BSL-1 inspections: At least two biosafety personnel must be present.
- For new BSL-2 inspections: at least two committee members in addition to all biosafety personnel must be present.
- For new BSL-3 and Annual SAT inspections: at least three committee members in addition to all biosafety personnel must be present.
- For renewals: At least two biosafety personnel must be present for BSL-2 and BSL-3.

A pre-inspection can be conducted prior to the official inspection in efforts to answer any questions and address any obvious issues. There are separate inspection checklists for each biosafety level of laboratory or facility, as well as facility/project specific inspection checklists. Inspection checklists are provided to assist PIs in preparing for inspections. They are located on the Biosafety Office website at: [Biosafety Office | Oklahoma State University \(okstate.edu\)](https://www.okstate.edu/biosafety).

The following steps will help investigators prepare for inspections:

1. Take time to sort through biological materials including biological samples, cultures, biologically derived toxins, plasmid, vectors, etc., and verify that all samples are properly identified and stored correctly.
2. Ensure the laboratory entrance door and equipment used with/to store biohazardous materials are properly labeled.
3. Make sure a lab-specific spill protocol is posted in the space.
4. Make sure training records, a lab-specific biosafety manual, and SDSs are all up to date and available.

Information on biosafety containment levels and other guidance is available in the [NIH Guidelines](#) and the [Biosafety in Microbiological and Biomedical Laboratories \(BMBL\)](#). Investigators are encouraged to consult these sources to ensure that their laboratories meet the required biosafety standards.

Biosafety personnel also perform periodic walk-throughs of all facilities to ensure compliance between inspections.

## **2. SCOPE**

This policy applies to all biohazardous research laboratories and facilities falling within the purview of Oklahoma State University (Stillwater).

## **3. RESPONSIBILITY**

Principal Investigators and Laboratory/Facility Managers/Directors are responsible for ensuring that the appropriate inspections are obtained.

## **4. APPLICABLE REGULATIONS, GUIDELINES, & OSU POLICIES**

- OSU Institutional Biosafety Policy
- OSU Biosafety Manual