Animal Biosafety Level 3
Project-Specific Inspection Report (11/2015)

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

Lab Director:	Inspected By:	
Lab Location (Bldg/Rm Nos.):	Department:	Inspection Type: ☐Initial ☐Annual ☐3 yr Renewal
Lab Safety Officer:	College/Department Safety Officer:	Inspection Date:

List of Agents that will be Used/Stored in Lab
(Check all applicable agent categories and list agents by category):

☐Recombinant DNA:
☐Bacterial:
☐Viral:
☐Fungal:
☐Parasitic:
☐Toxin:
☐Prion:
☐Other:

Agents/toxins are a risk to:

☐Humans
☐Animals
☐Plants

Animal Biosafety Level 3 (ABSL-3): Suitable for work with laboratory animals infected with indigenous or exotic agents, agents that present a potential for aerosol transmission, and agents causing serious or potentially lethal disease. ABSL-3 builds upon the standard practices, procedures, containment equipment, and facility requirements of ABSL-2.

ABSL	AGENTS	PRACTICES	SAFETY EQUIPMENT	FACILITIES
3	Indigenous or exotic agents with the potential for aerosol transmission and those associated with serious or potentially lethal disease	ABSL-2 practices plus: • Restricted access • Specialized decontamination practices • Specialized training • Enrollment in the Occupation Health & Safety Program (OHSP)	**Primary Barriers:** • Containment caging for housing animals • BSC used for all manipulations **PPE:** Protective lab clothing, gloves, face, eye, and respiratory protection as required	ABSL-2 plus: • Physical separation from access • Self-closing, double-door access • Exhaust air is not recirculated • Negative airflow into animal and procedure rooms

IBC Disposition:

☐Approved for Work at: .....☐ABSL-3
☐Provisionally Approved for Work at:.....☐ABSL-3

Comments:

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

INSPECTION CHECKLIST					
Verbal Inspection		**YES**	**NO**	**N/A**	**Comments**
1.1	Doors to areas where biohazardous materials and/or animals are housed are kept closed and locked when personnel are not present				
1.2	Select agent spaces: non-SRA cleared personnel are escorted				
1.3	Non-lab personnel are escorted				
1.4	There are written policies on who can enter the facility and these requirements are enforced.				
1.5	Minors are never allowed in the animal facility				
1.6	Personnel and visitors are advised of potential hazards prior to entering and/or working in the facility				
1.7	Personnel and visitors are advised of conditions and medications that can compromise their immune system				
1.8	Individuals at risk of acquiring infections or for whom infections may have serious consequences are denied access to the facility				
1.9	Personnel receive appropriate training on biosafety procedures and practices, standard operating procedures, animal husbandry, potential hazards, precautions to prevent exposures, and exposure evaluation procedures				
1.10	Personnel are trained to open packages containing biohazards in a BSC				
1.11	Personnel are trained to contain, decontaminate, and clean spills				
1.12	Personnel have been provided with task specific training by the facility supervisor or PI				
1.13	Personnel have demonstrated proficiency for all procedures they will perform in the ABSL-3 lab				
1.14	Personnel have attended chemical hygiene or hazard communication training				
1.15	Training is documented and records are maintained				
1.16	Personnel receive annual refresher training and/or additional training as necessary				
1.17	Personnel are enrolled in the OHSP and have their serum banked at UHS				
1.18	Personnel have been offered appropriate immunizations for agents and materials handled or potentially present in laboratory (e.g., Hepatitis B vaccine, Anthrax vaccine, etc.)				
1.19	Protective clothing such as uniforms or scrub suits is worn; additional PPE (e.g., laboratory coats, gowns, or coveralls) is worn over this clothing				
1.20	Appropriate eye, face, and respiratory protection is worn when entering animal/procedure rooms				
1.21	Eye and face protection is disposed of as biohazardous waste or decontaminated before reuse				
1.22	Personnel using respirators are enrolled in Respiratory Protection Program				
1.23	Boots, shoe covers, or other protective footwear and disinfectant foot baths are available and used where indicated				
1.24	Gloves are worn to protect hands from exposure to hazardous materials and when handling animals				
1.25	Personnel wash hands after handling biohazardous materials, after removing gloves, and before leaving the lab				

Verbal Inspection		YES	NO	N/A	Comments
1.26	Hand washing protocols are rigorously followed				
1.27	PPE is changed when contaminated, when the integrity is compromised, and/or at the completion of work				
1.28	Disposable PPE, including gloves, is not reused and is disposed of as biohazardous waste				
1.29	PPE is decontaminated or removed prior to leaving the animal/procedure room				
1.30	Protective clothing is either discarded appropriately or decontaminated before laundering				
1.31	No eating, drinking, smoking, handling contact lenses, applying cosmetics, or storing human food in lab				
1.32	Mechanical pipetting devices are used (i.e., no mouth pipetting)				
1.33	Sharps handling policies and practices in place				
1.34	Plasticware is substituted for glassware whenever possible				
1.35	Broken glassware is only handled by mechanical means				
1.36	Needle/syringe use is kept to absolute minimum.				
1.37	Only needle-locking syringes or syringes with permanently affixed needles are used for injection or aspiration of infectious materials				
1.38	Needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated prior to disposal				
1.39	Sharps containers are decontaminated (e.g., autoclaved) prior to disposal or reprocessing				
1.40	Procedures minimize splashes/aerosols				
1.41	When possible, restraint devices (physical or chemical) are used to reduce the risk of exposure during animal manipulations				
1.42	Spills and accidents are immediately reported to the facility director, PI, and BSO				
1.43	An accident/injury log is maintained				
1.44	Spills of biohazardous material are contained, decontaminated, and cleaned by trained personnel				
1.45	Work surfaces including those in the BSC are decontaminated at the completion of work and after any spill or splash of viable material				
1.46	Equipment is decontaminated on routine basis and prior to sending it for repair/maintenance or packaging it for shipment				
1.47	Materials decontaminated outside of animal/procedure rooms are transported in durable, leak-proof, closed containers				
1.48	All potentially infectious materials (e.g., animal tissues & carcasses, animal waste, bedding, unused feed, etc.) are decontaminated by an approved method (e.g., autoclaving) before disposal				
1.49	Cages are autoclaved or thoroughly decontaminated before bedding removal and washing				
1.50	Cages are washed manually or in a mechanical cage washer with a final rinse temperature of at least 180°F				
1.51	Select agent spaces: Inventory records are kept for all animals infected with a SAT and records are reconciled before carcass disposal				
1.52	Cultures, tissues, specimens, and infectious wastes are kept in covered, leak-proof containers during collection, handling, processing, storage, transport, and shipment.				

Verbal Inspection		YES	NO	N/A	Comments
1.53	There are written procedures in place for offsite transportation of biohazards				
1.54	Animals and plants not associated with the work are not permitted in the laboratory				
1.55	A Class II or III BSC or other primary containment device is used for all manipulations of infectious materials, handling of animals, necropsies, and harvesting of tissues or fluids				
1.56	Equipment, cages, and racks are handled in a manner that minimizes contamination of other areas				
1.57	All genetically engineered neonates are permanently marked with within 72 hours after birth, if their size permits; if their size does not permit marking, their container are marked				
1.58	Transgenic animals contain distinct and biochemically assayable DNA sequences that allow identification of transgenic animals from among non-transgenic animals				
1.59	A double barrier is provided to separate male and female transgenic 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	Biohazard signage including a biohazard symbol, the laboratory biosafety level, required immunizations, required PPE, required lab entry/exit procedures, and emergency contact information is posted at all animal/procedure room entrances when infectious agents are present				
2.2	MSDSs are available for all biohazards used in the lab				
2.3	Emergency contact information for the PI and the BSO is posted near the phone				
2.4	Training of personnel is adequately documented				
2.5	Spill clean-up procedures are developed and posted				
2.6	Exit procedures are posted				
2.7	BSC is tested and certified at least annually				
2.8	BSC is located away from possible airflow disruptions (e.g., room air supply and exhaust, doors, etc.)				
2.9	The front grill of the BSC is not blocked or covered and cabinet is free of clutter				
2.10	Vacuum lines are protected with liquid disinfectant traps or are HEPA filtered.				
2.11	Sharps containers are labeled, conveniently located, and puncture resistant				
2.12	Containers for non-disposable sharps are hard-walled and leak proof				
2.13	Effective disinfectants are available for all agents in use				
2.14	Refrigerators and freezers containing biohazards are labeled with a biohazard symbol				
2.15	All lab equipment that may be contaminated is labeled with a biohazard symbol				
2.16	All containers holding biohazardous materials are labeled with a biohazard symbol				
2.17	All biohazard waste receptacles are closed/covered when not in use or waste is autoclaved daily				
2.18	Biological and chemical spill kits are available				

INSPECTION FINDINGS

Code M = Minor Deficiency Code S = Significant Deficiency

Checklist Number	Code	Deficiencies	Required Corrective Actions	Suspense