Animal Biosafety Level 3 Facility Inspection Report (11/2025)

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	Facility access is limited to the fewest number of individuals possible				
1.2	Doors to areas where biohazardous materials and/or animals are housed are kept closed and locked when personnel are not present				
1.3	Access to animal/procedure rooms is limited on a per-project basis				
1.4	Select agent spaces: access is restricted to SRA cleared personnel when room is hot and when SATs are present; non-SRA cleared personnel are escorted				
1.5	Non-lab personnel are escorted				
1.6	There are written policies on who can enter the facility and these requirements are enforced.				
1.7	Minors are never allowed in the animal facility				
1.8	Personnel and visitors are advised of potential hazards as well as conditions and/or substances that can compromise their immune system prior to entering and/or working in the facility				
1.9	Individuals with increased risk of acquiring infections or for whom infections may have serious consequences are provided information on agents present in the facility and encouraged to seek medical guidance				
1.10	Personnel receive appropriate training on biosafety procedures and practices, standard operating procedures, animal husbandry, potential hazards, precautions to prevent exposures, and exposure evaluation procedures				
1.11	Personnel are trained to open packages containing biohazards in a BSC				
1.12	Personnel are trained to contain, decontaminate, and clean spills				
1.13	Personnel have been provided with task specific training by the facility supervisor or PI				
1.14	Personnel have demonstrated proficiency for all procedures they will perform in the ABSL-3 lab				
1.15	Personnel have attended chemical hygiene or hazard communication training				
1.16	Training is documented and records are maintained				
1.17	Personnel receive annual refresher training and/or additional training as necessary				
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.) and are enrolled in OHSP.				
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/or 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				
Verbal Inspection		**YES**	**NO**	**N/A**	**Comments**
1.25	Personnel wash hands after handling biohazardous materials, after removing gloves, and before leaving the lab				
1.26	PPE is changed when contaminated, when the integrity is compromised, and/or at the completion of work				

1.27	Disposable PPE, including gloves, is not reused, and is disposed of as biohazardous waste				
1.28	PPE is decontaminated or removed prior to leaving the animal/procedure room				
1.29	Protective clothing is either discarded appropriately or decontaminated before laundering				
1.30	No eating, drinking, smoking, handling contact lenses, applying cosmetics, or storing human food in lab				
1.31	Mechanical pipetting devices are used (i.e., no mouth pipetting)				
1.32	Procedures minimize splashes/aerosols				
1.33	When possible, restraint devices (physical or chemical) are used to reduce the risk of exposure during animal manipulations				
1.34	Spills and accidents are immediately reported to the facility director, PI, and BSO				
1.35	Spills of biohazardous material are contained, decontaminated, and cleaned by trained personnel				
1.36	Work surfaces including those in the BSC are decontaminated at the completion of work and after any spill or splash of viable material				
1.37	Equipment is decontaminated on routine basis and prior to sending it for repair/maintenance or packaging it for shipment				
1.38	Facilities are decontaminated annually, following a biohazardous spill outside of primary containment, and when the space is decommissioned or downgraded to a lower biosafety level				
1.39	An autoclave is available in the facility				
1.40	Materials decontaminated outside of animal/procedure rooms are transported in durable, leak-proof, closed containers				
1.41	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				
1.42	Cages are autoclaved or thoroughly decontaminated before bedding removal and washing				
1.43	Cages are washed manually or in a mechanical cage washer with a final rinse temperature of at least 180°F				
1.44	Autoclave test strips or biological indicators are used at least monthly to verify decontamination				
1.45	Autoclave records are maintained				
1.46	Cultures, tissues, specimens, and infectious wastes are kept in covered, leak-proof containers during collection, handling, processing, storage, transport, and shipment.				
1.47	Animals and plants not associated with the work are not permitted in the laboratory				
1.48	An insect and rodent control program is in effect				
1.49	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				
Verbal Inspection		**YES**	**NO**	**N/A**	**Comments**
1.50	Equipment, cages, and racks are handled in a manner that minimizes contamination of other areas				
1.51	The animal facility HVAC system provides 100% make-up air, 100% ducted exhaust, and maintains animal/procedures rooms at a negative relative air pressure (i.e., the HVAC system is designed to prevent the lab from becoming positively pressurized)				
1.52	Exhaust air is dispersed away from occupied areas and building air intakes or is HEPA filtered				

1.53	HVAC design allows for leak testing of each HEPA filter and assembly and filters are certified annually				
1.54	The lab is equipped with audible HVAC failure alarms (not required)				
1.55	A system is provided for electronic transfer of information				
1.56	Facilities are commissioned prior to operation and recertified annually				
1.57	Centrifuge o-ring/safety cup seals are checked at least annually.				
Visual Inspection		**YES**	**NO**	**N/A**	**Comments**
2.1	Facility is located away from public areas				
2.2	External facility doors are self-closing and self-locking				
2.3	Doors to areas where infectious materials and/or animals are housed open inward, are self-closing, and have locks for access control				
2.4	Entry into the containment area is via a double-door entry				
2.5	SAT spaces: A log (manual or electronic) documenting the date/time of each person who enters the facility is maintained				
2.6	Animal/procedure rooms are equipped with a visual device that allows personnel to verify that the lab pressure is negative before entry				
2.7	Facility-specific biosafety, biosecurity, and incident response plans/SOPs have been developed and are available				
2.8	Training of personnel is adequately documented				
2.9	Facility has adequate lighting				
2.10	Facility is designed to be easily cleaned and decontaminated (e.g., no carpets or rugs, all surfaces are sealed, impervious to liquids, and resistant to chemicals)				
2.11	Internal facility light fixtures, air ducts, etc., are arranged to minimize horizontal surface areas to facilitate cleaning and minimize accumulation of debris				
2.12	Furniture and equipment are capable of supporting anticipated loads and uses				
2.13	No fabric upholstered/covered furniture or chairs				
2.14	The animal/procedure room has a hands-free sink for hand washing that works properly.				
2.15	Sink traps and floor drains are filled with water and/or appropriate disinfectant to prevent the migration of vermin and gasses				
2.16	BSC is tested and certified at least annually				
2.17	BSC is located away from possible airflow disruptions (e.g., room air supply and exhaust, doors, etc.)				
Visual Inspection		**YES**	**NO**	**N/A**	**Comments**
2.18	The front grill of the BSC is not blocked or covered and cabinet is free of clutter				
2.19	Vacuum lines are protected with liquid disinfectant traps or are HEPA filtered.				
2.20	Refrigerators and freezers containing biohazards are labeled with a biohazard symbol				
2.21	All lab equipment that may be contaminated is labeled with a biohazard symbol				
2.22	All containers holding biohazardous materials are labeled with a biohazard symbol				
2.23	All biohazard waste receptacles are closed/covered when not in use or waste is autoclaved daily				

2.24	Biological and chemical spill kits are available				
2.25	All windows are sealed and resistant to breakage				
2.26	An eyewash station is readily available and works properly.				
2.27	Centrifuge o-ring/safety cup seals are intact and in good condition (no cracks).				

INSPECTION FINDINGS

Code M = Minor Deficiency Code S = Significant Deficiency

Checklist Number	Code	Deficiencies	Required Corrective Actions	Suspense