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### Audit Details

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<b>Audit ID:</b>	<b>Audit Date:</b>
<b>Response Received:</b>	<b>Containment level:</b>
<b>Auditor:</b>	<b>Audit Contact:</b>
<b>Principal Investigators:</b>	<b>Rooms:</b>

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checked

### Criteria

- Laboratory area separated from administrative offices and public corridors by a door.
- Dedicated paperwork/computer areas segregated from lab work areas.
- Windows and openings on containment barrier to be constructed and used according to function.
- Space to be provided for storage of PPE.
- Doors to the lab are lockable and locked when unoccupied, animal and arthropod room doors closed at all times.
- Controlled access to be provided for all animal and plant pest rooms.
- Change area to be provided for entry into biohazard animal rooms.
- Anteroom to be provided at entry into biohazard animal rooms or plant pest rooms.
- Biohazard signage.
- Contact information present and current.
- Chairs and stools in laboratory work areas to be non-absorbent.
- All other laboratory work area surfaces to be non-absorbent.
- Work surfaces to be non-absorbent and easily cleanable.
- Seams to be sealed.
- Backsplash to be continuous and sealed.
- Floors to be slip resistant.
- Floors and surfaces to withstand repeated washing if required.
- Junction between floor and walls to be continuous in biohazard animal rooms.
- Emergency eyewash to be provided.
- Emergency eyewash to be flushed weekly.
- Handwashing sink to be provided.
- Exposed piping and conduits in biohazard animal rooms to be mounted and easily cleanable.
- Services and equipment in biohazard animal rooms, critical to maintaining containment and biosecurity, to be supported by emergency power.
- Handwashing sinks in biohazard animal rooms to be hands-free.
- Emergency shower tested and flushed weekly.
- Emergency shower to be provided.
- Animal and arthropod caging or containers to provide containment and prevent escape.

- Waste packaged securely for disposal.
- BSCs and primary containment enclosures must be certified.
- BSCs and primary containment enclosures to be used for BSL2, large volumes or aerosol generation. Recommended for use as a sterile field when handling BSL1 or lower cultures.
- Decontamination technologies, to be provided with monitoring and recording devices that capture operational parameters.
- Decontamination by autoclaving must be validated.
- Vacuum lines equipped with inline HEPA filters. Drains fitted with soil traps.
- Two-way communication to be provided if lab entry and exit procedures are restrictive.
- Proper installation and use of Class II B2 BSCs.
- Process equipment, closed systems, and other primary containment devices to be designed to prevent the release of infectious material or toxins.
- BSCs or primary containment enclosures are to be installed away from sources of air movement.
- Centrifuges used for BSL2 materials require safety cups.
- BSCs and primary containment enclosures to be properly used.
- NSF49 certification is required for BSCs and manufacturer's specs for other primary containment devices.
- A biosafety program is implemented per RMM600.
- A BUP is completed, up to date and approved.
- SOPs are accessible and up to date.
- SOPs are developed for the work in progress.
- Biological inventory available and maintained.
- Emergency response plan which incorporates select SOPs is available and used.
- Training to be provided and completed for the work assigned.
- Respiratory protection program to be in place.
- Medical surveillance program available.
- Biosecurity plan in place.
- PPE to be decontaminated prior to disposal or reuse.
- Lab coats and other PPE are to be available and used appropriately.
- Face and eye protection to be available and used where appropriate.
- Gloves are to be available and used appropriately.
- Gloves to be removed and disposed properly prior to exit.
- PPE to be removed and stored or disposed properly.
- Personal belongings stored appropriately.
- Laboratory area restricted to authorized personnel.
- Visitors log to be kept.
- Open flames to be avoided.
- Oral pipetting prohibited.
- Work surfaces to be decontaminated after every use.
- Hands to be washed after removing gloves, after handling infectious materials and prior to exit of the laboratory.
- Sharps to be used appropriately.
- Eating and drinking is prohibited in the laboratory work area where infectious materials are handled or stored.
- Long hair to be restrained.
- Jewelry to be removed where its use creates a risk of exposure.
- Open wounds to be covered with waterproof dressings.
- Laboratory working areas to be uncluttered.

- Appropriate footwear to be worn.
- Procedures to prevent a spill or loss of a containment while working with or transporting biohazards, infectious animals or plant pests to be implemented.
- Appropriate sample storage outside containment zone
- Samples to be transported securely.
- Cross contamination to be prevented through good microbiological practices.
- Vermin control to be available.
- Storage space for materials to be provided.
- Animal areas routinely decontaminated.
- Infection of autologous (self) samples is prohibited.
- Paperwork to be done in segregated area.
- Storage units to be labeled with the biohazard symbol.
- Proper animal restraint methods used.
- Biohazard, infectious animal and plant pest work to be performed an appropriate containment level.
- Transport of infected animals is secure and maintains containment
- Proper disposal of sharps.
- Removal of gross contamination from surfaces and equipment.
- Disinfectants effective and available.
- Equipment decontaminated prior to removal from containment zone or prior to maintenance or disposal.
- Waste and equipment to be decontaminated prior to removal and/or disposal.
- Biohazard animal bedding to be decontaminated prior to disposal.
- ERP to include infectious materials stored outside laboratory.
- Fire extinguisher locally available and inspected.
- Fire alarms are audible within the laboratory.
- Injury and incident reporting program to be implemented.
- Any inspection, preventative maintenance, calibration, repair or certification records related to primary containment equipment to be kept on file.
- Import permits to be kept on file until 2 years past disposal/final transfer.
- Personnel to be trained on the hazards of the infectious and non-infectious materials and their use.
- Visual inspections to be done, issues documented.
- Safety alarms, where provided, to be armed at all times.