

**OUHSC ANIMAL BIOHAZARD LEVEL 2 CHECKLIST**

(for work with agents associated with human disease)

<b>COLLEGE:</b> <b>BUILDING &amp; ROOM:</b>	<b>LAB EMPLOYEES:</b>	<b>CONTACT PERSON:</b> <b>EXT:</b>
<b>DEPARTMENT:</b> <b>DEPT. HEAD:</b>		<b>SURVEY DATE:</b>
<b>PI:</b> <b>CAMPUS MAIL:</b>	<b>LAB TYPE:</b> Teaching Research Analytical Other <b>LAB ACTIVITY:</b>	<b>SURVEYED BY:</b>

**Yes    No    N/A**

**STANDARD MICROBIOLOGICAL PRACTICES**

- |                          |                          |                          |    |   |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1  | Access to the animal facility is limited to the fewest number of individuals possible. Personnel who are required to enter the room for program or service purposes when work is in progress are advised of the potential hazard.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2  | An appropriate medical surveillance program is in place. All personnel received appropriate immunizations or tests for the agents handled or potentially present.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3  | A biosafety manual is prepared or adopted. Personnel are advised of special hazards, and are required to read and to follow instructions on practices and procedures.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4  | Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human use are not permitted in animal rooms.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5  | All procedures are carefully performed to minimize the creation of aerosols or splatters.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6  | Equipment and work surfaces in the room are routinely decontaminated with an effective disinfectant after work with the infectious agent, after overt spills, splashes, or other contamination by infectious materials.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7  | All infectious samples are collected, labeled, transported, and processed in a manner that contains and prevents transmission of the agent(s).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8  | All wastes from the animal room are transported from the animal room in leak-proof, covered containers for appropriate disposal. The outer surface of the containers is disinfected prior to moving the material. Autoclaving of the contents prior to incineration is recommended.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9  | Needles and syringes or other sharp instruments are restricted for use in the animal facility only when there is no alternative, such as for parenteral injection, blood collection, or aspiration of fluids from laboratory animals and diaphragm bottles.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10 | Syringes that re-sheathe the needle, needle-less systems, and other safety devices are used when appropriate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11 | Plasticware is substituted for glassware whenever possible.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12 | Personnel wash their hands after handling cultures and animals, after removing gloves, and before leaving the animal facility.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13 | A biohazard sign is posted on the entrance to the animal room whenever infectious agent(s) are present. The hazard warning sign identifies the infectious agent(s) in use, lists the name and telephone number of the responsible person(s), and indicates the special requirements (e.g the need for immunizations or respirators) for entering the animal room. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14 | An insect and rodent control program is in effect.  |

**SPECIAL PRACTICES**

- |                          |                          |                          |    |   |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15 | Animal care laboratory and support personnel receive appropriate training on the potential hazards associated with the work involved, the necessary precautions to prevent exposures, and the exposure evaluation procedures. Personnel receive annual updates, or additional training as necessary for procedural or policy changes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16 | Records of all training provided are maintained.  |

Yes No N/A

**SPECIAL PRACTICES (CONTINUED)**

- |                          |                          |                          |    |   |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17 | Only animals used for the experiments are allowed in the room.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18 | All equipment is decontaminated prior to removal from the room.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19 | Spills and accidents which result in overt exposures to infectious materials are immediately reported to the facility director and to the EHSO. |

**SAFETY EQUIPMENT (PRIMARY BARRIERS)**

- |                          |                          |                          |    |  |
|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20 | Laboratory coats, gowns, or uniforms are worn while in the animal room. Lab coats are removed before leaving the animal room. Gowns, uniforms, and laboratory coats are removed before leaving the animal facility   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21 | Gloves are worn when handling infected animals and when skin contact with infectious materials is unavoidable.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22 | Appropriate face/eye and respiratory protection is worn by all personnel entering animal rooms housing nonhuman primates.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23 | Biological safety cabinets, other physical containment devices, and/or personal protective equipment (e.g., respirators, face shields) are used whenever procedures with a high potential for creating aerosols are conducted (such as necropsy of infected animals, harvesting of tissues or fluids from infected animals or eggs, intranasal inoculation of animals, and manipulations of high concentrations or large volumes of infectious materials). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24 | When needed, animals are housed in primary biosafety containment equipment appropriate for the animal species. Filter top cages are always handled in properly designed and operating animal biocontainment cabinets recommended for rodents.  |

**LABORATORY FACILITIES (SECONDARY BARRIERS)**

- |                          |                          |                          |    |   |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25 | The animal facility is separated from areas that are open to unrestricted personnel traffic within the building.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26 | Access to the facility is limited by secure locked doors. Doors to animal rooms open inward, are self-closing, and are kept closed when experimental animals are present.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27 | The animal facility is designed, constructed, and maintained to facilitate cleaning and housekeeping. The interior surfaces are water resistant.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28 | Internal facility appurtenances, such as light fixtures, air ducts, and utility pipes are arranged to minimize horizontal surface areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29 | Windows, if present, must be resistant to breakage and should be sealed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30 | If floor drains are provided, the drain traps are always filled with an appropriate disinfectant.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31 | Exhaust air is discharged to the outside without being recirculated to other rooms, and the direction of airflow in the animal facility is inward (animal rooms should be negative to the hallway). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32 | An autoclave is available in the animal facility to decontaminate infectious waste.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33 | A handwashing sink is in the room where infected animals are housed, as well as elsewhere in the facility.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34 | An eyewash facility is readily available.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35 | Illumination is adequate for all activities, avoiding reflections and glare that could impede vision.   |