

OUHSC CAMPUS BSL3 LABORATORY SURVEY

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

Yes No N/A

STANDARD MICROBIOLOGICAL PRACTICES

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Access to the laboratory is limited to persons who have received training and completed an examination for competency, or to persons who have received awareness training and who are accompanied by fully trained personnel. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Persons wash their hands after handling infectious materials, after removing gloves, and when they leave the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Eating, drinking, smoking, handling contact lenses, and applying cosmetics are not permitted in the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Persons who wear contact lenses in the laboratory should also wear goggles or a face shield. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Food is stored outside the work area in cabinets or refrigerators designated for this purpose only. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Mouth pipetting is prohibited; mechanical pipetting devices are used. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. All procedures are performed carefully to minimize the creation of aerosols. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Work surfaces are decontaminated at least once a day and after any spill of viable material. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. All cultures, stocks, and other regulated wastes are decontaminated before disposal by an approved decontamination method, such as autoclaving. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Materials to be decontaminated outside of the immediate laboratory are placed in a durable, leakproof container and closed for transport from the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Infectious waste is decontaminated before removal from the laboratory and disposal by an approved decontamination method, such as incineration. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. An insect and rodent control program is in effect. |

SPECIAL PRACTICES

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Laboratory doors are kept closed when experiments are in progress. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. The laboratory director controls access to the laboratory and restricts access to persons whose presence is required for program or support purposes. Only persons who have been advised of the potential biohazard, who meet any specific entry requirements (e.g., immunization), and who comply with all entry and exit procedures, enter the laboratory or animal rooms. Persons who are at increased risk of acquiring infection or for whom infection may have serious consequences are not allowed in the laboratory or animal rooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. No minors are allowed in the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. When infectious materials or infected animals are present in the laboratory or containment module, a hazard warning sign, incorporating the universal biohazard symbol, is posted on all laboratory and animal room access doors. The hazard warning sign identifies the agent, lists the name and telephone number of the laboratory director or other responsible person(s), and indicates any special requirements for entering the laboratory, such as the need for immunizations, respirators, or other personal protective measures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Laboratory personnel receive the appropriate immunizations or tests for the agents handled or potentially present in the laboratory (e.g., hepatitis B vaccine or TB skin testing), and periodic testing as recommended for the agent being handled. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Baseline serum samples are collected as appropriate and stored for all laboratory and other at-risk personnel. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. A biosafety manual specific to the laboratory is prepared or adopted by the laboratory director and biosafety precautions are incorporated into standard operating procedures. Personnel are advised of special hazards and are required to read and follow instructions on practices and procedures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Personnel receive annual updates or additional training as necessary for procedural changes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. The laboratory director is responsible for ensuring that, before working with organisms at Biosafety Level 3, all personnel demonstrate proficiency in standard microbiological practices and techniques, and in the practices and operations specific to the laboratory facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Needles and syringes or other sharp instruments are restricted in the laboratory for use only when there is no alternative, such as parenteral injection, phlebotomy, or aspiration of fluids from laboratory animals and diaphragm bottles. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Plasticware is substituted for glassware whenever possible. |

Yes No N/A

SPECIAL PRACTICES, cont.

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Only needle-locking syringes or disposable syringe-needle units (i.e., needle is integral to the syringe) are used for injection or aspiration of infectious materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Used disposable needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Sharps are carefully placed in conveniently located, labeled, puncture-resistant containers used for sharps disposal. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Non-disposable sharps are placed in a labeled, hard-walled container for transport to a processing area for decontamination, preferably by autoclaving. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Syringes which re-sheath the needle, needleless systems, and other safe devices are used when appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Broken glassware is not handled directly by hand, but removed by mechanical means such as a brush and dustpan, tongs, or forceps. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Containers of contaminated needles, sharp equipment, and broken glass are decontaminated before disposal. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. All open manipulations involving infectious materials are conducted in biological safety cabinets or other physical containment devices within the containment module. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. No work in open vessels is conducted on the open bench. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Plastic-backed paper toweling on non-perforated work surfaces is used within biological safety cabinets. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Laboratory equipment and work surfaces are decontaminated routinely with an effective disinfectant, after work with infectious materials is finished, and especially after overt spills, splashes, or other contamination with infectious materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Spills of infectious materials are decontaminated, contained and cleaned up by appropriate professional staff, or others properly trained and equipped to work with concentrated infectious material. Spill procedures are developed and posted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Contaminated equipment is decontaminated before removal from the facility for repair or maintenance or packaging for transport. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Cultures, tissues, specimens of body fluids, or wastes are placed in a labeled container with a cover that prevents leakage during collection, handling, processing, storage, transport, or shipping. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. All potentially contaminated materials (e.g., gloves, lab coats, etc.) from the laboratory is decontaminated before disposal, reuse, or removal from the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Spills and accidents that result in overt or potential exposures to infectious materials are immediately reported to the laboratory director. Appropriate medical evaluation, surveillance, and treatment are provided and written records are maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Animals and plants not related to the work being conducted are not permitted in the laboratory. |

SAFETY EQUIPMENT

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Protective laboratory clothing such as solid-front or wrap-around gowns, scrub suits, or coveralls are worn by workers when in the laboratory. Clothing is changed when overtly contaminated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Protective clothing is not worn outside the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. Reusable clothing is decontaminated before being laundered. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. Gloves are worn when handling infectious materials, infected animals, and when handling contaminated equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 46. Frequent changing of gloves accompanied by handwashing is accomplished. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 47. Disposable gloves are not reused. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 48. All manipulations of infectious materials, necropsy of infected animals, harvesting of tissues or fluids from infected animals or embryonate eggs, etc., are conducted in a Class II or Class III biological safety cabinet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 49. When a procedure or process cannot be conducted within a biological safety cabinet, then appropriate combinations of personal protective equipment (e.g., respirators, face shields) and physical containment devices (e.g., centrifuge safety cups or sealed rotors) are used. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 50. Respiratory and face protection are used when in rooms containing infected animals. |

LABORATORY FACILITY

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51. Spaces between benches, cabinets, and equipment are accessible for cleaning. Chairs and other furniture should be covered with a non-fabric material that can be easily decontaminated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 52. Continuous flow centrifuges or other equipment that may produce aerosols are contained in devices that exhaust air through HEPA filters before discharge into the laboratory. These HEPA systems are tested at least annually. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 53. Vacuum lines are protected with liquid disinfectant traps and HEPA filters which are refilled/replaced as needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 54. An eyewash station is readily available inside the laboratory and is flushed regularly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 55. Illumination is adequate for all activities, avoiding reflections and glare that could impede vision. |

