

SLS Tissue Culture Suite Inspection Record

1. BSO	<i>Who is the BSO? Are staff aware of who their BSO is?</i>
2. Hazard Group 2 / Containment Level 2	<i>Does CL2 apply? (See attached sheet for guidance). If yes, get list of agents/tissues that qualify for CL2.</i>
3. Biohazard sign	<i>Posted at entrance (required at CL2)? Posted on MSCs & incubators used for HG2 material? Is supply of biohazard tape/labels available?</i>
4. CL sign	<i>Posted at entrance (required at CL2)?</i>
5. Restricted access	<i>Lock on suite door or secure laboratory or secure building (required at CL2)?</i>
6. Negative Pressure	<i>Is suite at negative pressure to adjoining lab/corridor i.e. air flows into suite (required at CL2)?</i>
7. Fire	<i>Where is nearest extinguisher/fire blanket? Are any flammables stored in suite? Are any gas burners used in suite?</i>
8. First Aid	<i>Where is the nearest, First Aid box and eyewash? All easily accessible? First Aid box well stocked? Eyewash clean/sterile? Does nearest phone bear emergency number?</i>
9. Spillage	<i>Is there a dedicated Spill Kit (overshoes, safety specs, tissues/granules, Virkon, warning signs, autoclave bags)? Is the spill procedure clear? Note: may revise spill procedure.</i>
10. General cleanliness/tidiness	<i>Is facility kept generally clean and tidy?</i>
11. Hand-washing sink	<i>Is there one? Does it have elbow operated taps (required at CL2)? Are soap & paper-towels available? Is it clean & tidy?</i>
12. Work space/surfaces	<i>Is there adequate work space or are conditions cramped? Are work surfaces in good condition i.e. not chipped, scratched or stained?</i>
13. Slip/trip/height hazards	<i>Are there any obvious slip/trip hazards or possibility of objects/people falling from height?</i>
14. Storage of chemicals/consumables	<i>Are they safely stowed?</i>
15. Local rules displayed	<i>Summary sheets, as issued prior to GM Inspection in summer 2002, should be posted in suites – are they?</i>
16. Labcoats	<i>Are blue coats available? Are they clean/in good condition? Are there dedicated storage pegs? Are coats being worn?</i>
17. Gloves	<i>Are disposable latex/nitrile gloves available? Are they being worn (required at CL2)?</i>
18. Disinfection	<i>Is 70% EtOH and/or 1% Virkon used? Fresh stocks readily available? Is recommendation to autoclave rather than disinfect (when there is an option) understood? Principle of disinfection validation understood (see attached sheet)?</i>
19. Sharps disposal	<i>Are sharps disposed of into recommended sharp-safe? Are sharp-safes overfull? Are full sharp-safes placed in the “for autoclaving” tubs? Are plastic pastettes used in preference to glass? Note: pipette tips are classed as sharps in TC.</i>
20. Solid waste disposal	<i>Are biohazard bins lined and in good condition? Are they overfull? Is there evidence of significant volumes of liquid in bins? Are there any sharps or large plastic pipettes in bins?</i>
21. Liquid waste disposal	<i>Are aspirators all plastic? Are 0.22um filters in place and clean? Is tubing in good condition/clean? Is Terminex added to fresh flasks? Are any flasks > ¾ full? Are full flasks sealed and placed in “for autoclaving” tub?</i>
22. Other liquid waste	<i>Is other liquid waste collected in robust “Duran-type” bottles? Are any bottles > ¾ full? Are full bottles sealed and placed in “for autoclaving” tub?</i>

23. Disposal of glass/plastic pipettes	<i>Are plastic pipettes neatly stacked into dedicated, lined, small biohazard bin? Is there any liquid in bin? Is there a scoop of absorbent granules in bin? Are glass pipettes fully submerged in fresh Virkon solution? Do "elephant-feet" contain long handled inner baskets?</i>
24. Tissue waste disposal	<i>Is solid waste collected into sharps-safe? Is semi-solid and liquid waste collected into a disposable, sealable, leak-proof, autoclavable, plastic container? Are full containers labelled and placed in "for autoclaving" tub? Are human tissue containers biohazard labelled?</i>
25. Radioactive waste/work	<i>Is any radioactive work carried out in TC suite? If yes are trefoil signs posted on hood/incubator? Is a monitoring log kept? Is there an SOP for hot work in TC? How is waste treated (should be disinfected with Virkon then treated as purely radioactive waste)?</i>
26. Chemically toxic waste	<i>Are any very toxic chemicals used in TC? If yes, how is waste contaminated with them handled?</i>
27. Other waste	<i>Is there anything in normal refuse that should not be there? Are there grey, lidded biohazard bins available for CL2 work? Is there any other type of waste?</i>
28. Reusable labware	<i>Is it sent for autoclaving? If yes, is it correctly stowed in a clean, labelled "for autoclaving" tub? If disinfected, is correct procedure followed (i.e. validated, o/n, fully submerged, labelled, rinsed before going to wash-up)?</i>
29. MSCs	<i>Is latest test report displayed on cabinet or at least readily available? Is cabinet routinely fumigated before service/repair (required for CL2)? Do users perform visual checks before use and report defects to person responsible? Are users formally trained in how to use MSC? Is the Safety Office COP "Safe Use of Microbiological Safety Cabinets" available or even know about?</i>
30. Other equipment	<i>Is it in good condition/working order? Are staff formally trained in how to use it? Sealed buckets for centrifuges (CL2 only)?</i>
31. Training	<i>What type of training is given to new starts? Are any records kept?</i>
32. Risk assessments	<i>Are there any? If yes, are they current and signed?</i>
33. Arrangements for visitors E&B and contractors	<i>Are PTWs/SOPs issued to E&B and/or external contractors? If no, is supervision provided? Is the standard safety clearance certificated used (attached)? If yes, for all equipment or just MSCs? Are visitors escorted? Are labcoats available for visitors etc?</i>
34. Arrangements for lab cleaning	<i>Is there an official "No entry to cleaning staff" sign on suite door? Do above-floor cleaners work in TC suites? If yes, what do they do and are they supervised?</i>
35. Arrangement for equipment cleaning	<i>Who carries out incubator/MSC cleaning and what is the SOP? Is any other equipment routinely cleaned? If yes, is there an SOP?</i>
36. Other comments	