

Biological Safety Inspection Checklist

DRAFT

Area inspected: 2L3-262, JBC Floor 2
Date of Inspection: 5/8/2009
Inspection Team: Lisa Grayson, Ian Scragg, Nancy Kirk

1. Facility

- a. Is the door to the facility appropriately labelled (i.e. biohazard & no access to cleaners)? **Yes**
- b. Is access to the facility restricted in any way? **Yes**
- c. What is the Hazard Group/Class of the work being done? **1 and 2**
- d. If mixed, are MSCs and incubators used for HG/Class 2 work identified as such? **Yes**
Biohazard symbols on equipment used for human blood work.

1. Questions for personnel:

- a. Have you read any risk assessments relating to your work?
PIs reminded of this requirement at Divisional meeting.
- b. Are you aware of the Safe Operating Procedures that apply to your work? **Yes**
- c. Who trained you when you first started work with cell cultures/biological material? **Experienced group member.**

2. PPE

- a. Are lab coats available? **Yes**
- b. If yes, are they worn? **Not by all end users but those who do not are leaving soon.**
- c. Which type of disposable gloves are available? **Nitrile**
- d. Are safety glasses readily available? **Yes**

3. Housekeeping & Hygiene

- a. Is the facility clean and tidy?
Very cluttered due to nature of work but much of the equipment will be cleared out when KB group members leave.
- b. Is the wash-hand basin clean? **Yes**

- c. Are soap and paper towels available? **Yes**
- d. Is an eye-wash readily accessible? **Yes**
- e. Are reagents safely stored (check inside fridges)? **Fridges are very dirty and in need of a clear out.**
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4. Equipment

- a. Are centrifuges clean and well maintained? **OK. Rarely used.**
- b. If required, are aerosol containment canisters available? **Yes**
- c. Are incubators clean and well maintained? **Yes**
- d. Are culture vessels clearly labelled? **Yes**
- e. Are microbiological safety cabinets clean and well maintained **Yes, apart from under worktrays.**
- f. Are they being used appropriately? **Some cabinets have too many items piled up inside them.**
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5. Disinfection

- a. Is 70% ethanol in use? **Yes**
- b. Are the bottles properly labelled (i.e. 70% EtOH; Flammable)? **Need to be relabelled**
- c. Is 1% Virkon solution in use? **Only when work with human material is in progress**
- d. Are the bottles properly labelled (i.e. 1% Virkon made up on dd/mm/yy)? **none in use at present**
- e. Is the Virkon solution still pink? **as above**
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6. Waste

Is waste being disposed of/are waste receptacles being used appropriately?

- a. Sharps **Yes**
- b. Large plastic pipettes **Yes**
- c. Large glass pipettes **N/A**
- d. Solid autoclavable waste **Yes**
- e. Liquid waste **Yes**
- f. Agar plates **N/A**
- g. Blood/tissue **None at present. Autoclavable bin is available.**
- h. Is there a designated area for storing small items to be uplifted for autoclaving? **Yes in main lab**
- i. Are the items stored so as to prevent breakage/spillage (e.g. in a plastic tub)? **Yes**

7. Other

- a. Is a spill kit readily available? **Yes**
- b. Is the spill SOP on display? **Yes**
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8. Action and Additional Comments

LG to send pdf of CL1 TC risk assessment. **Lab Manager** to circulate as appropriate.

Fridges to be thoroughly cleared out and cleaned. **[end users]**

Deep clean of suite required once KB group members clear out. **[Lab Manager to organise]**

End users must remember to clean under the cabinet worktrays.

Users would benefit from training on correct use of microbiological safety cabinets. Training program is currently being developed by **CLS H&S and Safety Services**.

Ensure 70% ethanol bottles are relabelled. **[end users]**

When required, ensure Virkon solutions are labelled with date made or expiry date (7 days after date made). Discard when pink colour fades or after 7 days, whichever is soonest. **[end users]**

Chair seat covers are very worn. Chairs must be replaced. New chairs must have vinyl seat covers. **[Lab Manager to discuss with LMG]**