

Biological Safety Inspection Checklist

DRAFT

Area inspected: JBC 3, Rooms 3L5-255 and 257
Date of Inspection: 15/4/2009
Inspection Team: Ian Scragg, Nick Helps, Lisa Grayson, Irene Blair

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/CL 2 work identified as such? **Yes**

1. Questions for personnel:

- a. **Have you read any risk assessments relating to your work?** **No**
- 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?
Previous TC Manager, MRCPPU H&S Coordinator, TC Technician

2. PPE

- a. Are lab coats available? **Yes**
- b. If yes, are they worn?
Yes at time of inspections but previous spot checks suggest this is not the norm.
- c. **Which type of disposable gloves are available?** **Latex & Nitrile**
- d. Are safety glasses readily available? **Yes**

3. Housekeeping & Hygiene

- a. Is the facility clean and tidy? **Yes**
- b. Is the wash-hand basin clean? **Yes**
- c. Are soap and paper towels available? **Yes**

d. Is an eye-wash readily accessible? **Yes in main lab**

e. Are reagents safely stored (check inside fridges)? **Yes**

4. Equipment

a. Are centrifuges clean and well maintained?

In room 255 two buckets are missing. Remaining two are slightly soiled.

b. If required, are aerosol containment canisters available? **No**

c. Are incubators clean and well maintained? **Yes or ~~No~~**

d. Are culture vessels clearly labelled? **Yes**

e. Are microbiological safety cabinets clean and well maintained? **Yes**

f. Are they being used appropriately? **Yes**

5. Disinfection

a. Is 70% ethanol in use? **Yes**

b. Are the bottles properly labelled (i.e. 70% EtOH; Flammable)? **Yes**

c. Is 1% Virkon solution in use? **Terminex is used in preference to Virkon**

d. Are the bottles properly labelled (i.e. 1% Virkon made up on dd/mm/yy)?

e. Is the Virkon solution still pink?

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 **N/A**

h. Is there a designated area for storing small items to be uplifted for autoclaving? **Yes**

i. Are the items stored so as to prevent breakage/spillage (e.g. in a plastic tub)?

Bags, yes; aspirators, no.

7. Other

a. Is a spill kit readily available?

No

b. Is the spill SOP on display?

No

8. Action and Additional Comments

Group Leaders to be reminded that they must ensure their staff are familiar with the risk assessments relating to their work. **[within one month; NRH]**

Missing centrifuge buckets must be retrieved/replaced and users must be instructed not to use the centrifuges unless all 4 buckets are in place. **[asap; TC Manager]**

A risk assessment must be carried out to determine whether canisters are required for virus work. **[before next virus experiment; end user]**

Spill trolley to be supplied. **[asap; IB]**

Spill SOP to be supplied. **[asap; LG]**

Aspirators should be kept in a plastic tub while awaiting uplift to prevent any leaks or spills. **[asap; TC Manager]**

Suites are kept extremely clean and tidy. Fridges are clean and reagents are stored in a very orderly fashion. Work surfaces are kept clutter free and suite is not overcrowded.

All glass pasteurs have been replaced with the plastic alternatives - highly commended.

REVISED

12:44 pm, May 19, 2009