

Biological Safety Inspection Checklist

Area inspected: MSI 4, 4.23 & 4.24

Date of Inspection: 27/5/09

Inspection Team: Ian scragg, Irene Blair, Lisa Grayson, Monica Lacey, Pam Robertson, Lynn McKay

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? **CL 1 and 2 in 4.24; CL 1 in 4.23**
 - d. If mixed, are MSCs and incubators used for HG/CL 2 work identified as such? **Yes**
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2. Questions for personnel:

- a. Have you read any risk assessments relating to your work? **Yes**
 - 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?
BSO and/or experienced group member
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3. PPE

- a. Are lab coats available? **Yes**
 - b. If yes, are they worn? **Yes**
 - c. Which type of disposable gloves are available? **Nitrile**
 - d. Are safety glasses readily available? **Yes**
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4. 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**
 - e. Are reagents safely stored (check inside fridges)? **Yes**
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5. Equipment

- a. Are centrifuges clean and well maintained? **Yes**
- 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**

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

6. Disinfection

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

b. Are the bottles properly labelled (i.e. 70% EtOH; Flammable)? **Yes apart from large container in 4.23**

c. Is 1% Virkon solution in use? **Yes**

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

e. Is the Virkon solution still pink? **Made fresh**

7. Waste

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

a. Sharps **Few containers overfilled**

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)? **Yes**

8. Other

a. Is a spill kit readily available? **Yes**

b. Is the spill SOP on display? **Yes**

9. Action and Additional Comments

- Lab Manager to ask relevant person to label large EtOH container in room 4.23.
- Lab manager and BSO to remind staff not to overfill Sharpsafes.
- Very high standard in both rooms.
- LG to supply eyewash shower rinsing logs.
- Terminex used in 4.24 as well as ethanol & Virkon.
- LG to contact VWR/ Esco re backdraft in ducted cabinet in 4.24.
- LG to email a copy of the generic CL 1 TC risk assessment to BSO & Lab Manager for circulating to all TC users.