

## Biological Use Authorization Lab Space Review Checklist

<b>Administrative</b>
Accurate and current door placard with emergency contact information
Training current, i.e., completed within the last year
Exposure Control Plan, on file with signatures (after IBC approval)

<b>Standard Practices</b>
Access control
Absence of eating area and food storage
Absence of animals or plants unrelated to research
Insect and rodent control program in place

<b>Primary Containment</b>
Biosafety cabinets certified within the last year
Biosafety cabinets located away from doors and heavily traveled areas
Biosafety cabinet(s) tidy and uncluttered
Vacuum line protection for liquid aspiration
Disposable gloves, 70% ethanol and paper towels nearby
Hard plastic chair; vinyl covered upholstery okay
Front and back grills unblocked
Biohazard labels on appropriate equipment
Transport container ready for use
Other equipment specified in BUA:

<b>Facilities</b>
Ceiling, walls and floors are cleanable and nonporous, with no cracks or holes
Self-closing doors
Laboratory airflow is negative with respect to common areas
Bench tops impervious to water and resistant to chemicals (no old desks or meeting tables, exposed wood)
Bench tops and surfaces uncluttered for daily disinfection
Sink, paper towels and soap available for handwashing; hand gel available for sink-less procedure rooms
Eyewash accessible within 10 seconds

Windows screened or do not open
Floors, walls, ceiling sealed and nonporous
No carpets, rugs, upholstered furniture, raw wood, cloth towels, etc.

<b>Waste Management</b>
Autoclave location(s) Maintained by: Medical waste vendor:
Liquid waste deactivated, colorless; no secondary growth
Liquid waste disposed of within one week
Secondary containers for red bag medical waste: (1) rigid, (2) lined, (3) labeled on all sides, (4) lidded, (5) sanitary
Disinfectant available
Red bag medical waste treated and disposed of within 7 days
Sharps waste containers not overfilled past fill line
No recapped sharps in container
Non-medical waste sharps containers have a Hazardous Waste label Label has the start date of accumulation, PI name, department and solid and toxic check boxes checked.
Transport container for red bag medical waste: (1) rigid, (2) lined, (3) labeled on all sides, (4) lidded, (5) sanitary
Transport dolly or cart for red bag medical waste

<b>PPE</b>
Closed toe shoes and long pants worn by those present for the inspection
Equipment listed in BUA present in the laboratory
Supply of disposable gloves available

<b>Emergency</b>
Post exposure procedures
Information on file in the lab to provide to health care providers in the event of an exposure
Animal handlers know how to report any animal or insect bites or work related injuries to their immediate supervisor
Spill procedures
Spill kit