

Management

UCSB Biosafety Program

Location/People Program Roles Routing Checklist

Classifications

- Announced
- Unannounced

Tags

- Adding lab space to BUA
- Announced
- BUA amendment
- BUA close out
- BUA mid cycle
- BUA renewal
- New BUA
- Unannounced

Checklist Categories

Hazards or Conditions* 1

Check for hazards or conditions present.

Emergency Management* 8

Accurate and current door placard

Emergency Flipchart; EHS to provide one if it is missing or outdated

Eyewash; researchers present for inspection know its location and how to operate it, and station is unblocked

Sink for hand washing, equipped with soap and paper towels Option to remove barbed fitting if present

Spill kit; bleach or disinfectant, paper towels, tools if glass is used

Discuss spill procedures with regards to biological materials used in the BUA. What would the researcher do in the event of a spill?

Discuss potential exposures with regards to the scope of work. What would the researcher do after an exposure?

Review Post Exposure Procedures; Post Exposure Procedures for biological materials are given in the Emergency Flipchart

Standard Microbiological Practices 6

Bench tops uncluttered for daily disinfection; housekeeping to facilitate sanitation, and to reduce clutter and pest habitat

Absence of eating area and food storage

Transport container ready for use, labeled and readily decontaminated

Absence of animals or plants unrelated to research

Insect and rodent control program in place

Sink available for hand washing

Primary Containment Equipment 10

Biosafety cabinets certified within the past year

Biosafety cabinets located away from doors and heavily traveled areas

Biosafety cabinets at the appropriate height for the chair(s) available and operating sash height

Vacuum line protection for liquid aspiration

Biohazard labels on appropriate equipment

Gasketed and/or aerosol-tight centrifuge cups, lids or fittings as described in the Biological Use Authorization

Other equipment to control aerosols and droplets as specified in BUA

Biosafety cabinet interior tidy and uncluttered; front and back air intake grills unblocked

Chair(s) for biosafety cabinet(s) readily disinfected; preferably un-upholstered

Disposable gloves, 70% ethanol and paper towels nearby

Facilities 13

Access control

Self-closing doors

Bench tops impervious to water and resistant to chemicals

Lack of accumulated recycling, cardboard and Styrofoam

Sink, soap for handwashing or ethanol hand sanitizer available

Eyewash stations accessible and free of clutter

Windows screened or do not open

Floors, walls, ceiling sealing and nonporous; ceiling panels in place and intact

No carpets/rugs or upholstered furniture

Tissue culture room door closed all of the way

Tissue culture room is negative with respect to the exterior lab space

Main lab space is negative with respect to exterior walkways

Areas designated for biohazardous work are tidy and readily decontaminated

Waste Management 12

Autoclave location(s)

Reusable containers visibly clean, odor-free and appropriately labeled

Disinfectant available

Appropriate color autoclave bags, i.e., clear/white or red, for the waste generated

Solid and liquid waste dispensed into disinfectant as it is collected, or discarded within 7 days if stored above 0degC, or within 90 days if stored below 0degC

Hard plastic aspirating pipettes or other non-glass materials that may puncture a single autoclave bag must be double-bagged using the same color autoclave bag.

Liquid waste deactivated, colorless; no secondary growth

Sharps waste containers not overfilled - no sharps protruding from sharps waste containers

No recapped sharps in containers

No needles removed from syringe barrels

Review waste transport procedures

Review actions taken if or when the autoclave is in use

Administrative controls 7

Biological Use Authorization

Exposure Control Plan on file and signed by personnel

Bloodborne pathogens training complete for group members listed on the BUA

Fundamentals of Biosafety training complete for group members listed on the BUA

Aerosol transmissible diseases training complete for group members listed on the BUA

Biohazardous/medical waste treatment records

Written Standard Operating Procedures for biohazardous procedures

Personal Protective Equipment 6

Closed toe shoes and long pants worn by those present for the inspection

Two liquid impervious, cuffed lab coats per individual on hand in the laboratory

Lab coats visibly clean and laundered regularly

Supply of disposable gloves available

Safety goggles and face shields present in the laboratory

Review procedures for the regular disinfection of safety glasses