

---

# UCOP RSS Inspect – UCSB Biosafety Checklist

---

## 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Emergency Flipchart; EHS to provide one if it is missing or outdated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 <sup>10</sup>

---

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, i.e., 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 <sup>13</sup>

---

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 <sup>12</sup>

---

Autoclave location(s)

---

Reusable containers visibly clean, odor-free and appropriately labeled

---

Disinfectant available

---

---

Appropriate colored autoclave bags for the waste generated

---

Solid and liquid waste discarded by 7 days if stored above 0degC, or within 90 days if stored below 0degC

---

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

---

Sharps waste containers labeled as regulated medical waste, or labeled for hazardous waste pick up

---

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