

Office of Safety  
 University of North Dakota  
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# ABSL-2 FACILITY INSPECTION FORM



|                                     |  |               |                 |                         |  |
|-------------------------------------|--|---------------|-----------------|-------------------------|--|
| DATE OF SURVEY:                     |  | CONDUCTED BY: |                 | BUILDING:               |  |
| ROOM NUMBER:                        |  | DEPARTMENT:   |                 | PRINCIPAL INVESTIGATOR: |  |
| E-MAIL ADDRESS:                     |  |               |                 |                         |  |
| RESPONSIBLE PERSON (OTHER THEN PI): |  |               |                 |                         |  |
| PHONE NUMBER:                       |  |               | E-MAIL ADDRESS: |                         |  |

| ITEM #  | ITEM  | YES                      | NO                       | CTI                      | N/A                      | COMMENTS<br>CTI=CORRECTED AT TIME OF INSPECTION |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <b>SECTION A: ANIMAL BIOSAFETY (These questions are based on the Animal Biosafety Level 2 section of Biosafety in Microbiological and Biomedical Laboratories, 5th Edition.</b> |   |                          |                          |                          |                          |   |
| <b>1.0 SIGNAGE</b>  |   |                          |                          |                          |                          |   |
| 1.1   | The animal laboratory door(s) are posted with the current Office of Safety issued signage and display up-to-date emergency contact information.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <b>2.0 DOCUMENTATION AND TRAINING</b>   |   |                          |                          |                          |                          |   |
| 2.1   | All personnel know how to access the Office of Safety website.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 2.2   | All personnel know how to access UND's <u><i>Bloodborne Pathogens Exposure Control Plan</i></u> on the Office of Safety website.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 2.3   | All personnel know how to access UND's <u><i>Occupational Health Plan</i></u> on the Office of Safety website.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 2.4   | All personnel know how to access UND's <u><i>Institutional Biosafety Manual</i></u> on the Office of Safety website.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 2.5   | Facility specific emergency plans are available and up-to-date.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 2.6   | All personnel have taken the <u><i>Laboratory Safety Training Course</i></u> within the past year and documentation is available.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 2.7   | All personnel who work with animals have completed the Animal care and Use Training within the last year and documentation is available ( <b>This training is independent of Laboratory Safety Training.</b> )  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <b>3.0 STANDARD MICROBIOLOGICAL PRACTICES</b>   |   |                          |                          |                          |                          |   |
| 3.1   | Biological Agents used in the animal room.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.2   | The animal facility director establishes and enforces policies, procedures, and protocols for institutional policies and emergencies.<br>a. Each institute must assure that worker safety and health concerns are addressed as part of the animal protocol review.<br>b. Prior to beginning a study animal protocols must also be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

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| 3.3    | <p>Access to the animal room is limited. Only those persons required for program or support purposes are authorized to enter the facility.</p> <p>All persons including facility personnel, service workers, and visitors are advised of the potential hazards (natural or research pathogens, allergens, etc.) and are instructed on the appropriate safeguards.</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.4    | <p>A safety manual specific to the animal facility is prepared or adopted in consultation with the animal facility director and appropriate safety professionals. The safety manual must be available and accessible. Personnel are advised of potential hazards and are required to read and follow instructions on practices and procedures.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.5    | <p>The supervisor must ensure that animal care, laboratory and support personnel receive appropriate training regarding their duties, animal husbandry procedures, potential hazards, manipulations of infectious agents, necessary precautions to prevent exposures, and hazard/exposure evaluation procedures (physical hazards, splashes, aerosolization, etc.). Personnel must receive annual updates and additional training when procedures or policies change. Records are maintained for all hazard evaluations, employee training sessions and staff attendance.</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.6    | <p>An appropriate medical surveillance program is in place, as determined by risk assessment. The need for an animal allergy prevention program should be considered.</p> <p>Facility supervisors should ensure that medical staff is informed of potential occupational hazards within the animal facility, to include those associated with research, animal husbandry duties, animal care and manipulations.</p> <p>Personal health status may impact an individual's susceptibility to infection, ability to receive immunizations or prophylactic interventions. Therefore, all personnel and particularly women of childbearing age should be provided information regarding immune competence and conditions that may predispose them to infection. Individuals having these conditions should be encouraged to self-identify to the institution's healthcare provider for appropriate counseling and guidance.</p> <p>Personnel using respirators must be enrolled in an appropriately constituted respiratory protection program.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.7    | <p>A sign incorporating safety information must be posted at the entrance to the areas where infectious materials and/or animals are housed or are manipulated. The sign must include the animal biosafety level, general occupational health requirements, personal protective equipment requirements, the supervisor's name (or other responsible personnel), telephone number, and required procedures for entering and exiting the animal areas. Identification of specific infectious agents is recommended when more than one agent is being used within an animal room.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.8    | <p>Access to the animal room is limited. Only those persons required for program or support purposes are authorized to enter the facility.</p> <p>All persons including facility personnel, service workers, and visitors are advised of the potential hazards (natural or research pathogens, allergens, etc.) and are instructed on the appropriate safeguards.</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

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| 3.9    | <p>Protective laboratory coats, gowns, or uniforms are recommended to prevent contamination of personal clothing.</p> <p>Gloves are worn to prevent skin contact with contaminated, infectious and hazardous materials, and when handling animals.</p> <p>Gloves and personal protective equipment should be removed in a manner that minimizes transfer of infectious materials outside of the areas where infectious materials and/or animals are housed or are manipulated.</p> <p>Persons must wash their hands after removing gloves, and before leaving the areas where infectious materials and/or animals are housed or are manipulated.</p> <p>Eye and face and respiratory protection should be used in rooms containing infected animals, as dictated by the risk assessment.</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.10   | <p>Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption must not be permitted in laboratory areas. Food must be stored outside of the laboratory in cabinets or refrigerators designed and used for this purpose.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.11   | <p>All procedures are carefully performed to minimize the creation of aerosols or splatters of infectious materials and waste.</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.12   | <p>Mouth pipetting is prohibited. Mechanical pipetting devices must be used.</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.13   | <p>Equipment and work surfaces are routinely decontaminated with an appropriate disinfectant after work with an infectious agent, and after any spills, splashes, or other overt contamination.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.14   | <p>Animals and plants not associated with the work being performed must not be permitted in the areas where infectious materials and/ or animals are housed or are manipulated.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.15   | <p>An effective integrated pest management program is required.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.16   | <p>All wastes from the animal room (including animal tissues, carcasses, and bedding) are transported from the animal room in leak-proof, covered containers for appropriate disposal in compliance with applicable institutional, local and state requirements.</p> <p>Decontaminate all potentially infectious materials before disposal using an effective method.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 3.17   | <p>Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware must be developed and implemented.</p> <p>When applicable, laboratory supervisors should adopt improved engineering and work practice controls that reduce the risk of sharps injuries. Precautions, including those listed below, must always be taken with sharp items. These include:</p> <p>a. Use of needles and syringes or other sharp instruments in the animal facility is limited to situations where there is no alternative for such procedures as parenteral injection, blood collection, or aspiration of fluids from laboratory animals and diaphragm bottles.</p> <p>b. Disposable needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal. Used disposable needles must be carefully placed in puncture-resistant containers used for sharps disposal. Sharps containers should be located as close to the work site as possible.</p> <p>c. Non-disposable sharps must be placed in a hard-walled container for transport to a processing area for decontamination, preferably by autoclaving.</p> <p>d. Broken glassware must not be handled directly. Instead, it must be removed using a brush and dustpan, tongs, or forceps. Plastic ware should be substituted for glassware whenever possible.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

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| <b>4.0 SPECIAL PRACTICES</b>   |  |                          |                          |                          |                          |  |
| 4.1  | Animal care staff, laboratory and routine support personnel must be provided a medical surveillance program as dictated by the risk assessment and administered appropriate immunizations for agents handled or potentially present, before entry into animal rooms.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4.2  | Procedures involving a high potential for generating aerosols should be conducted within a biosafety cabinet or other physical containment device. When a procedure cannot be performed within a biosafety cabinet, a combination of personal protective equipment and other containment devices must be used. Restraint devices and practices that reduce the risk of exposure during animal manipulations (e.g., physical restraint devices, chemical restraint medications) should be used whenever possible.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4.3  | Decontamination by an appropriate method (e.g. autoclave, chemical disinfection, or other approved decontamination methods) is necessary for all potentially infectious materials and animal waste before movement outside the areas where infectious materials and/or animals are housed or are manipulated. This includes potentially infectious animal tissues, carcasses, contaminated bedding, unused feed, sharps, and other refuse.<br>A method for decontaminating routine husbandry equipment, sensitive electronic and medical equipment should be identified and implemented.<br>Materials to be decontaminated outside of the immediate areas where infectious materials and/or animals are housed or are manipulated must be placed in a durable, leak proof, covered container and secured for transport. The outer surface of the container is disinfected prior to moving materials. The transport container must have a universal biohazard label.<br>Develop and implement an appropriate waste disposal program in compliance with applicable institutional, local and state requirements. Autoclaving of content prior to incineration is recommended. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4.4  | Equipment, cages, and racks should be handled in a manner that minimizes contamination of other areas. Equipment must be decontaminated before repair, maintenance, or removal from the areas where infectious materials and/or animals are housed or are manipulated.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4.5  | Spills involving infectious materials must be contained, decontaminated, and cleaned up by staff properly trained and equipped to work with infectious material.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4.6  | Incidents that may result in exposure to infectious materials must be immediately evaluated and treated according to procedures described in the safety manual. All such incidents must be reported to the animal facility supervisor or personnel designated by the institution. Medical evaluation, surveillance, and treatment should be provided as appropriate and records maintained.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>5.0 SAFETY EQUIPMENT (PRIMARY BARRIERS AND PERSONAL PROTECTIVE EQUIPMENT)</b> |  |                          |                          |                          |                          |  |
| 5.1  | A risk assessment should determine the appropriate type of personal protective equipment to be utilized. Scrub suits and uniforms are removed before leaving the animal facility. Reusable clothing is appropriately contained and decontaminated before being laundered. Laboratory and protective clothing should never be taken home.<br>Gowns, uniforms, laboratory coats and personal protective equipment are worn while in the areas where infectious materials and/or animals are housed or manipulated and removed prior to exiting. Disposable personal protective equipment and other contaminated waste are appropriately contained and decontaminated prior to disposal.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

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| 5.2   | <p>Properly maintained BSCs, personal protective equipment (e.g., gloves, lab coats, face shields, respirators, etc.) and/or other physical containment devices or equipment, are used whenever conducting procedures with a potential for creating aerosols, splashes, or other potential exposures to hazardous materials. These include necropsy of infected animals, harvesting of tissues or fluids from infected animals or eggs, and intranasal inoculation of animals.</p> <p>When indicated by risk assessment, animals are housed in primary biosafety containment equipment appropriate for the animal species, such as solid wall and bottom cages covered with filter bonnets for rodents or other equivalent primary containment systems for larger animal cages.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 5.3   | <p>Eye and face protection (mask, goggles, face shield or other splatter guard) are used for manipulations or activities that may result in splashes or sprays from infectious or other hazardous materials and when the animal or microorganisms must be handled outside the BSC or containment device. Eye and face protection must be disposed of with other contaminated laboratory waste or decontaminated before reuse. Persons who wear contact lenses should also wear eye protection when entering areas with potentially high concentrations or airborne particulates.</p> <p>Persons having contact with NHPs should assess risk of mucous membrane exposure and wear protective equipment (e.g., masks, goggles, face shields) appropriate for the task to be performed. Respiratory protection is worn based upon risk assessment.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 5.4   | <p>Gloves are worn to protect hands from exposure to hazardous materials. A risk assessment should be performed to identify the appropriate glove for the task and alternatives to latex gloves should be available. Gloves are changed when contaminated, glove integrity is compromised, or when otherwise necessary. Gloves must not be worn outside the animal rooms.</p> <p>Gloves and personal protective equipment should be removed in a manner that prevents transfer of infectious materials.</p> <p>Do not wash or reuse disposable gloves. Dispose of used gloves with other contaminated waste.</p> <p>Persons must wash their hands after handling animals and before leaving the areas where infectious materials and/or animals are housed or are manipulated.</p> <p>Hand washing should occur after the removal of gloves.</p>    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <b>6.0 LABORATORY FACILITIES (SECONDARY BARRIERS)</b> |   |                          |                          |                          |                          |   |
| 6.1   | <p>The animal facility is separated from areas that are open to unrestricted personnel traffic within the building. External facility doors are self-closing and self-locking. Access to the animal facility is restricted.</p> <p>Doors to areas where infectious materials and/or animals are housed, open inward, are self-closing, are kept closed when experimental animals are present, and should never be propped open. Doors to cubicles inside an animal room may open outward or slide horizontally or vertically.</p>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.2   | <p>A hand-washing sink is located at the exit of the areas where infectious materials and/or animals are housed or are manipulated. Additional sinks for hand washing should be located in other appropriate locations within the facility.</p> <p>If the animal facility has segregated areas where infectious materials and/or animals are housed or manipulated, a sink must also be available for hand washing at the exit from each segregated area.</p> <p>Sink traps are filled with water, and/or appropriate disinfectant to prevent the migration of vermin and gases.</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

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| 6.3    | The animal facility is designed, constructed, and maintained to facilitate cleaning and housekeeping. The interior surfaces (walls, floors and ceilings) are water resistant. Penetrations in floors, walls and ceiling surfaces are sealed, including openings around ducts, doors and doorframes, to facilitate pest control and proper cleaning. Floors must be slip-resistant, impervious to liquids, and resistant to chemicals.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.4    | Cabinets and bench tops must be impervious to water and resistant to heat, organic solvents, acids, alkalis, and other chemicals. Spaces between benches, cabinets, and equipment should be accessible for cleaning. Furniture should be minimized. Chairs used in animal area must be covered with a non-porous material that can be easily cleaned and decontaminated. Furniture must be capable of supporting anticipated loads and uses. Sharp edges and corners should be avoided.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.5    | External windows are not recommended; if present, windows must be sealed and resistant to breakage. The presence of windows may impact facility security and therefore should be assessed by security personnel.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.6    | Ventilation should be provided in accordance with the Guide for Care and Use of Laboratory Animals.1 The direction of airflow into the animal facility is inward; animal rooms maintain inward directional airflow compared to adjoining hallways. A ducted exhaust air ventilation system is provided. Exhaust air is discharged to the outside without being recirculated to other rooms. Ventilation system design should consider the heat and high moisture load produced during the cleaning of animal rooms and the cage wash process.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.7    | Internal facility appurtenances, such as light fixtures, air ducts, and utility pipes, are arranged to minimize horizontal surface areas, to facilitate cleaning and minimize the accumulation of debris or fomites.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.8    | Floor drains must be maintained and filled with water, and/or appropriate disinfectant to prevent the migration of vermin and gases.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.9    | Cages should be autoclaved or otherwise decontaminated prior to washing. Mechanical cage washer should have a final rinse temperature of at least 180°F. The cage wash area should be designed to accommodate the use of high-pressure spray systems, humidity, strong chemical disinfectants and 180°F water temperatures during the cage/equipment cleaning process.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.10   | Illumination is adequate for all activities, avoiding reflections and glare that could impede vision.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.11   | If BSCs are present, they must be installed so that fluctuations of the room air supply and exhaust do not interfere with proper operations. BSCs should be located away from doors, heavily traveled laboratory areas, and other possible airflow disruptions. HEPA filtered exhaust air from a Class II BSC can be safely re-circulated back into the laboratory environment if the cabinet is tested and certified at least annually and operated according to manufacturer's recommendations. BSCs can also be connected to the laboratory exhaust system by either a thimble (canopy) connection or directly to the outside through an independent, hard connection. Provisions to assure proper safety cabinet performance and air system operation must be verified. BSCs should be recertified at least once a year to ensure correct performance. All BSCs should be used according to manufacturer's specifications to protect the worker and avoid creating a hazardous environment from volatile chemicals and gases. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6.12   | If vacuum service (i.e., central or local) is provided, each service connection should be fitted with liquid disinfectant traps and an in-line HEPA filter placed as near as practicable to each use point or service cock. Filters are installed to permit in-place decontamination and replacement.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

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| 6.13                                  | An autoclave should be present in the animal facility to facilitate decontamination of infectious materials and waste.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6.14                                  | Emergency eyewash and shower are readily available; location is determined by risk assessment.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>7.0 FLAMMABLE LIQUIDS STORAGE</b>  |   |                          |                          |                          |                          |  |
| 7.1                                   | Flammables stored are in an approved flammable liquids cabinet. (Contact Office of Safety with questions.)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 7.2                                   | Volatile liquids are stored in an explosion-proof refrigerator when required.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 7.3                                   | Aerosol cans are kept away from heat and ignition sources.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>8.0 FUME HOODS</b>                 |   |                          |                          |                          |                          |  |
| 8.1                                   | Inspected within last year.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 8.2                                   | Undamaged.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 8.3                                   | Used Correctly.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>9.0 BIOLOGICAL SAFETY CABINETS</b> |   |                          |                          |                          |                          |  |
| 9.1                                   | All active BSCs have been certified within the last 12 months by a vendor approved by UND.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9.2                                   | The certification label is attached and initialed by a vendor approved by UND.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9.3                                   | Intake and rear grilles are clear of obstructions.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9.4                                   | Bunsen burners and/or open flames are not used in biological safety cabinets. <i>(Open flames are not permitted inside BSCs; consider an alternative, such as an electrical Bacti-Cinerator).</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9.5                                   | Work surfaces are clean and free of visible biological residue.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9.6                                   | The sash alarm is not muted.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>10.0 ELECTRICAL</b>                |   |                          |                          |                          |                          |  |
| 10.1                                  | Extension cord use is temporary.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10.2                                  | Proper grounding is used.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10.3                                  | Cord and equipment in good condition.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10.4                                  | No outlet overloading.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10.5                                  | Outlets near water GFCI protected.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10.6                                  | Electrical Panels Accessible.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10.7                                  | Shock hazards have proper signage.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>11.0 EMERGENCY EQUIPMENT</b>       |   |                          |                          |                          |                          |  |
| 11.1                                  | <b>FIRE EXTINGUISHER</b>  |                          |                          |                          |                          |  |
|                                       | Correct type Fire Extinguisher present.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                                       | Fire Extinguisher easily accessible.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                                       | Fire Extinguisher tagged within the last year by Office of Safety.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 11.2                                  | <b>SAFETY SHOWERS</b>   |                          |                          |                          |                          |  |
|                                       | Safety showers are unobstructed.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                                       | Safety showers are tested monthly.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                                       | Safety showers are functional and installed properly.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 11.3                                  | <b>EYEWASHES</b>  |                          |                          |                          |                          |  |
|                                       | Eyewashes are unobstructed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                                       | Eyewashes are tested monthly.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
|                                       | Eyewashes are functional and installed properly.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |



| ITEM #                                | ITEM   | YES                      | NO                       | CTI                      | N/A                      | COMMENTS<br>CTI=CORRECTED AT TIME OF INSPECTION |
|---------------------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 11.4                                  | <b>SPILL KITS AND FIRST AID</b>  |                          |                          |                          |                          |   |
|                                       | Spill kits and first aid are stocked appropriately.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
|                                       | Spill kits and first aid are readily accessible.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
|                                       | Disinfectant available.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
|                                       | Broom, dustpan, forceps available.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
|                                       | Calcium gluconate available for HF.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <b>12.0 CHEMICAL WASTE</b>            |  |                          |                          |                          |                          |   |
| 12.1                                  | Office of Safety picks up all chemical waste from the facility.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 12.2                                  | Chemicals are not put down the drain, in the regular trash, or in biomedical waste.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 12.3                                  | All chemical / chemical waste containers are closed except when in use.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 12.4                                  | Chemical wastes are compatible with their containers and are stored by compatibility ( <i>i.e. acid waste is not stored with alkaline waste</i> ). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 12.5                                  | Office of Safety picks up all empty P-listed chemical containers from the facility.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 12.6                                  | Office of Safety picks up expired pharmaceutical wastes (excluding DEA controlled substances) from the facility.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <b>13.0 BIOLOGICAL WASTE</b>          |  |                          |                          |                          |                          |   |
| 13.1                                  | Biomedical waste containers are labeled with the Biohazard symbol and the word "Biohazard".  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 13.2                                  | An orange / red Biohazard bag is used to dispose of biohazardous waste.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 13.3                                  | Biohazard waste containers are closed except when adding waste.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 13.4                                  | Biohazards are not put down the drain or in regular trash.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 13.5                                  | Biohazard waste is not mixed with chemical waste.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 13.6                                  | Facility-specific SOPs for the treatment and removal of biohazard waste from the facility are available and adhered to.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <b>14.0 SHARPS HANDLING AND WASTE</b> |  |                          |                          |                          |                          |   |
| 14.1                                  | Sharps are disposed of in a sharps disposal container and the containers are no greater than ¾ full.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 14.2                                  | Sharps containers are tightly lidded to prevent the contents from spilling.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 14.3                                  | Office of Safety picks up sharps waste for disposal.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <b>15.0 AUTOCLAVE USE</b>             |  |                          |                          |                          |                          |   |
| 15.1                                  | A facility specific SOP for autoclave validation is available and adhered to.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 15.2                                  | Documentation of autoclave validation is maintained and made available upon request.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 15.3                                  | Autoclaves are validated at least monthly.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |