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| **Laboratory Room Number:** |
| **Laboratory Location (Building):** |
| **Faculty member responsible for laboratory:** |
| **Containment Level 1: Physical Design and Operational Practices** |
| **Physical Design Features** |
| # | Requirement | Yes/No | Comment |
| 1 | Laboratory work areas, large scale production areas, and animal work areas are separated from public and administrative areas by a door. |  |  |
| 2 | Dedicated paper/computer work stations are segregated from work stations where RG1 biological material (e.g., samples, specimens) and animals are handled. |  | *Paperwork stations should be clearly labelled* |
| 3 | Windows that open to the outside are equipped with basic pest control (e.g., installed with screens or kept closed at all times). |  |  |
| 4 | Space is provided for the storage of **personal protective equipment (PPE)** in use. |  |  |
| 5 | Floors, walls, benchtops, and furniture are non-absorbent and resistant to scratches, moisture, and impact, to allow **decontamination** and cleaning, in accordance with function. |  |  |
| 6 | Benchtops and other work surfaces do not have open seams, to allow cleaning and decontamination. |  | These edges must be caulked |
| 7 | Backsplashes that are installed tight to a wall are sealed at the wall-bench junction, to allow cleaning and decontamination. |  | These edges must be caulked |
| 8 | Floors are slip-resistant in accordance with function. |  |  |
| 9 | Sinks are provided for handwashing. If sinks are not available, sanitizers are provided to decontaminate hands. |  |  |
| 10 | Emergency eyewash station or equipment is provided in accordance with work activities. |  |  |
| 11 | Large scale production areas prevent the **release** of large scale process fluids containing viable organisms into sanitary sewers or any other route of exit from the facility. |  | *Culture of biological material on a total volume of 10 liters or more constitutes large scale* |
| 12 | **Process equipment, closed systems**, and other containment devices used for large scale activities with RG1 organisms are designed to prevent the release of viable organisms and minimize the generation of **aerosols.** |  | *Applies only if large scale activity carried out* |
| **Additional Physical Design Features for Animal Work Areas** |
| # | Requirement | Yes/No/NA | Comment |
| 1 | Laboratory work areas are located outside of rooms where animals are housed. |  |  |
| 2 | Animal cages and rooms where animals are housed are designed to prevent animal escape. |  |  |
| 3 | Cold storage area (e.g., cold room) or equipment (e.g., freezer) is provided in or adjacent to the PM room, where the design includes a dedicated PM room, to minimize the decay of animal carcasses during temporary storage. |  |  |
| 4 | Floors and walls are resistant to repeated decontamination and high pressure washing, in accordance with function. |  |  |
| 5 | Floors and walls in animal work areas, including PM rooms and corridors, are able to withstand anticipated loads (e.g., heavy animals and caging equipment), in accordance with function. |  |  |
| **Operational Practices** |
| **Good Microbiological Laboratory Practice** |
| # | Requirement | Yes/No | Comment |
| 1 | Oral pipetting is strictly prohibited. |  |  |
| 2 | Eating, drinking, smoking, storing food and utensils, applying cosmetics, or handling contact lenses is strictly prohibited in work areas. |  |  |
| 3 | Hair that may become contaminated through contact with hands, specimens, containers, or equipment is restrained (e.g., hair tied or clipped back) or covered when working with RG1 biological material. |  |  |
| 4 | Jewellery that may come in contact with biological material being handled (e.g., rings or long necklaces) or that may puncture a protective glove are not to be worn while handling RG1 biological material. |  |  |
| 5 | Open wounds, cuts, scratches, and grazes are covered with waterproof dressings. |  | *Waterproof bandages must be supplied by the lab as these are not part of the UPEI First Aid kits* |
| 6 | Work stations and work areas, including floors, are kept free of clutter and obstructions in order to facilitate cleaning and **disinfection.** Excess or extraneous materials are stored outside of the work area, and use of materials that are difficult to decontaminate is avoided. |  |  |
| 7 | Doors to laboratories and animal work areas (including PM rooms) are kept closed. |  |  |
| 8 | Access to work areas is limited to **authorized personnel** and authorized visitors. |  |  |
| 9 | All personnel, including visitors, volunteers, and trainees, wear suitable footwear and PPE while inside the work area or while handling RG1 biological material. PPE should be exclusively worn and stored in the CL1 work area including:* shoes that cover the entire foot, with no or low heels;
* PPE, such as lab coats, aprons, gloves, or coveralls;
* protective eyewear, such as goggles, when there is a risk of exposure to splashes; and
* full face protection (e.g., face shield) when there is a risk of flying objects.
 |  |  |
| 10 | Personal belongings (e.g., purses, backpacks, personal electronic devices) and street clothing (e.g., coats, scarves) are stored separately from PPE and away from work stations where RG1 biological material is handled. |  |  |
| 11 | The following practices are used to establish aseptic technique and provide basic personnel protection from exposure:* work surfaces are cleaned and disinfected before handling RG1 biological material and after any spills; and,
* procedures are performed in a manner that minimizes the risk of producing splashes and aerosols.
 |  |  |
| 12 | After work with RG1 biological material is complete, work surfaces are cleaned and disinfected using an appropriate disinfectant and contact time. All items that have come in contact with biological material, including liquid and solid **waste**, are decontaminated after use or prior to disposal. |  |  |
| 13 | Hands are washed with soap and water for 15-20 seconds after handling RG1 biological material if gloves are not worn or immediately after removing gloves, and before leaving the work area. If sinks are not available, sanitizers are used to decontaminate hands. |  | *SOP template for hand wash and hand sanitizing procedures available* |
| 14 | All clothing and PPE (including gloves) are decontaminated when a known or suspected exposure has occurred. |  |  |
| 15 | Personnel **remove** PPE in a manner that minimizes contamination of the skin and hair. |  |  |
| 16 | Safe work practices for handling sharps are developed and strictly followed, and include:* actively avoiding the use of needles, syringes, and other sharps; wherever possible, safe alternatives or safety-engineered sharps devices are be used to prevent injury;
* refraining from bending, shearing, breaking, or recapping needles, or removing needles from their syringes;
* collecting and removing sharp objects (e.g., broken glassware) with a brush and dustpan, or tongs; and
* discarding used sharps (e.g., scalpel blades, syringes) and other sharp objects (e.g., broken glassware, pipette tips, broken pipettes) in appropriate puncture-resistant sharps containers.
 |  | *SOP template for safe use of sharps available* |
| **Program and Facility Management** |
| # | Requirement | Yes/No | Comment |
| 1 | A biosafety program that meets the facility's specific biosafety needs is in place to oversee safety practices. This may be included with, or incorporated into, other safety programs (e.g., occupational health and safety, chemical safety, radiation safety). |  |  |
| 2 | Biosafety policies and procedures are developed, kept up to date, and incorporated into the facility's existing safety manual, and include:* institutional biosafety policies, programs, and plans, in response to the hazards and appropriate mitigation strategies identified by an overarching risk assessment; and,
* SOPs for safe work practices for each task involving RG1 biological material, based on the hazards identified by LRAs.
 |  |  |
| 3 | Procedures are in place and include precautions (e.g., use of cart, closed containers), as determined by an LRA, to prevent a leak, drop, spill, or similar event during the **movement** of biological material within the work area or to other parts of the building. |  |  |
| 4 | An ERP, based on an overarching risk assessment and LRAs, is developed and kept up to date. The ERP include the name and telephone number of the emergency contact person and describe emergency procedures in the work area for:* accidents/incidents;
* medical emergencies;
* chemical/biological spills;
* animal escape (if applicable);
* reporting of incidents to the appropriate internal authority; and
* incident follow-up and recommendations to mitigate future risks.
 |  | *SOP templates for medical emergencies and incident reporting available* |
| 5 | A training program is in place within the lab to educate personnel on all aspects relevant to the safe handling of RG1 biological materials (e.g., SOPs, potential hazards associated with the work involved, necessary precautions, and the correct use of laboratory equipment). Based on this program, personnel fulfill all stipulated training requirements before working independently with RG1 biological material. |  |  |
| 6 | An effective rodent and insect control program is developed and maintained. |  |  |
| 7 | Regular visual inspections of the work area are conducted and documented by personnel to identify faults and deterioration (e.g., cracked or chipped walls or floors, chipped or worn benchtops, faulty equipment and lighting); when found, corrective actions should be taken. |  | *Template for monthly lab checks is available* |
| 8 | Records of regular inspections of the work area and corrective actions are kept on file. |  |  |
| 9 | Process equipment, closed systems, and other containment devices used for large scale activities are visually inspected for leaks on a regular basis. |  |  |
| **Decontamination and Waste Management** |
| # | Requirement | Yes/No | Comment |
| 1 | Gross contamination is removed prior to decontamination of surfaces and equipment, and disposed of in accordance with laboratory SOPs. Organic material such as bedding, feed, excrement, blood, and tissues are examples of gross contamination that can be removed by physical methods, such as scraping, brushing, and wiping. |  |  |
| 2 | Disinfectants or neutralizing chemicals effective against the RG1 biological material are available, used in the work area, and routinely verified. |  |  |
| 3 | Equipment that has come in contact with RG1 biological material is decontaminated prior to maintenance and repair. |  |  |
| 4 | Solid and liquid waste, equipment, and other items that have come in contact with RG1 biological material is decontaminated prior to disposal or removal from the work area, or placed in closed, labelled, and leakproof containers that have been surface decontaminated for movement or transport to another area for decontamination. |  |  |
| **Animal Work Considerations** |
| # | Requirement | Yes/No/NA | Comment |
| 1 | Proper methods of restraint are used to minimize scratches, bites, kicks, crushing injuries, and accidental self-inoculation. |  |  |
| 2 | Caging that houses infected animals is identified with labels. |  |  |
| 3 | Surgical procedures and necropsies are conducted in an area that is separate from the area where animals are housed. |  |  |
| 4 | Inoculation, surgical, and necropsy procedures are designed and carried out to prevent injuries to personnel and minimize the creation of aerosols. |  |  |
| 5 | Infected animals and carcasses are securely moved into, out of, and within the animal work area. |  |  |
| 6 | Animal work areas, PM rooms, and associated corridors, when present, are decontaminated routinely and when grossly contaminated. |  |  |

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| The above checklist was completed by: |
| Name (print): |
| Signature: |
| Date: |

Please complete this form annually and save it in your laboratory records. It is to be available at the time of the annual Health and Safety Inspection. A copy of the completed form is to be provided at the time of the Joint Occupational Health and Safety Committee Inspection. The JOHSC will forward this copy to the UPEI BSO.