

Animal Facility Biosafety Checklist
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Self-Audit Checklist

Building _____ Facility Manager _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Contamination Control				
1. Proper decontamination procedures used				
2. Animal food and bedding supplies stored clean, dry, off floor				
3. Unused open bags of food stored in vermin proof containers				
B. Exposure Control				
1. Sharps containers used properly (no recapping of needles)				
2. Personal protective clothing, equipment provided and used				
3. Medical surveillance provided through EHS				
4. Bedding changed at intervals to prevent odors/poor sanitation				
5. Waste bedding is emptied outside animal room and in a manner to minimize aerosolized waste/dust				
6. Eating, drinking, applying cosmetics, handling contact lenses, mouth pipetting prohibited				

A. Contamination Control

1. Biohazardous work surfaces and equipment are disinfected with the appropriate disinfectant after daily work and spills. A one to ten dilution of chlorine bleach or its equivalent is effective for most purposes. Ensure fresh solutions are maintained.
2. Self-explanatory.
3. Self-explanatory.

B. Exposure Control

1. Sharps like needles, syringes, and blades are discarded in red puncture-proof plastic sharps containers.
2. When there is occupational exposure, the employee wears appropriate personal protective equipment (PPE) such as, but not limited to gloves, gowns, laboratory coats, face shields or masks and eye protection. PPE is considered appropriate only if it does not permit blood and other potentially infectious materials to pass through to reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucus membranes under normal conditions of use and for the duration of time which the PPE will be used.
3. Medical surveillance is provided *annually* for all faculty, staff, undergraduates, graduate students and other researchers working in University facilities in the following categories:
 - a) Animal caretakers;
 - b) Those having frequent contact with warm-blooded animals;

Medical surveillance includes:

- a) Review of self-administered health history form;
 - b) A physical examination if indicated by the history review;
 - c) Updating of tetanus/diphtheria immunizations.
4. Self-explanatory.
 5. Self-explanatory.
 6. Self-explanatory.

	Y	N	NA	COMMENTS
C. Inventory Control				
1. Animal use and protocols approved				
2. Waste is disposed of, packaged, and labeled correctly				
D. Use Area Identification				
1. Lab properly posted and labeled				
E. Training				
1. All animal handlers received IACUC-required web-based training				
F. Engineering Controls				
1. Handwashing facilities provided				
2. Autoclave available, used and checked for effectiveness				
3. Biosafety cabinet certification current				
4. Cage-washing machine achieving 180°F sanitizing temperature				
5. Flooring and ceiling good repair				
G. Administrative Controls and Documentation				
1. Bite and scratch log available/used				

C. Inventory Control

1. All work with animals has been submitted, reviewed, and approved by the Institutional Animal Care and Use Committee (IACUC.)
2. Biologically contaminated waste is placed in the provided red biohazard bags which are then autoclaved by staff from the generating laboratory. Proper sterilization is achieved when the load is autoclaved at 250°F or 121°C for a minimum of 30 minutes. Non-contaminated medical-like waste is placed directly in the provided medical waste boxes. Non-contaminated waste glass is placed in a separate medical waste box marked "WASTE GLASS". Animal bedding is placed in provided waste containers lined with plastic bags. Animal carcasses are bagged and freezer-stored until removed for transport to contractor's incineration facility.

D. Use Area Identification

1. In labs working with agents designated Biosafety Level 2 (BL2) which require special provisions for entry (i.e. immunization), a hazard warning sign with the universal biohazard symbol is posted on the access door to the laboratory work area. The hazard sign identifies the infectious agent, the name and telephone number of the director or other contact person, and indicates those special requirements for entry.

E. Training

1. The Institutional Animal Care and Use Committee (IACUC) provides training for all animal handlers each fall, as mandated by the National Institutes of Health (NIH). All animal users and handlers are required to attend this training.

F. Engineering Controls

1. Handwashing facilities are available in the laboratory and used particularly after handling infectious material or animals, after removing gloves, before leaving the lab.
2. In laboratories generating medical waste, the medical waste is treated by appropriate chemical disinfection (i.e., 1 to 10 bleach solution or equivalent) or steam sterilization. A biological indicator (i.e., *Bacillus sterothermophilus* spores) or other method to indicate proper heat treatment is used to ensure proper functioning of the steam autoclave.
3. Biosafety cabinets are certified after being newly installed and with relocation of any existing cabinets. Annual recertification is completed when user protection is necessary.
4. Self-explanatory.
5. Flooring, ceiling and fixtures are in good repair and readily cleanable.

G. Administrative Controls and Documentation

1. All bites and scratches should be recorded on a log.