

**Animal Facility Biosafety
Self-Audit Checklist**

Building _____ Facility Manager _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Contamination Control				
1. Proper decontamination procedures used				
2. An insect and rodent control program is in place				
3. Animal food and bedding supplies stored clean, dry, off floor				
4. Unused open bags of food stored in vermin proof containers				
B. Exposure Control				
1. Sharps containers used properly (no recapping of needles)				
2. Biosafety cabinet used appropriately				
3. Personal protective clothing, equipment provided and used				
4. Medical surveillance provided through Employee Health				
5. For non-human primate facilities, monkey bite/scratch kit and protocol in place				
6. Bedding changed at intervals to prevent odors/poor sanitation				
7. Waste bedding is emptied outside animal room and in a manner to minimize aerosolized waste/dust				
8. Eating, drinking, applying cosmetics, handling contact lenses, mouth pipetting prohibited				

KEY TO ANIMAL FACILITY BIOSAFETY SELF-AUDIT CHECKLIST

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. Pest control services are provided to help control, eliminate, or prevent pests such as cockroaches, flies, and wild or escaped rodents. Contact Building Services for pest control problems.
3. Self-explanatory.
4. Self-explanatory.

B. Exposure Control

1. Sharps like needles, syringes, and blades are discarded in red puncture-proof plastic sharps containers.
2. For laboratories designated Biosafety Level 2, procedures that may produce infectious agent/Recombinant DNA aerosols are performed in an approved, certified, and operating biosafety cabinet.
3. 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.
4. 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;
 - c) Those providing services in areas where non-human primates are housed, i.e. maintenance personnel.

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.

And for those whose work is associated with non-human primates:

- a) Tuberculin screening (PPD or other test as deemed appropriate by the examining physician);
- b) Serum sampling for non-human primate workers.

Make arrangements for medical surveillance by calling Employee Health at McCosh Health Center x8-5035.

5. The established procedures for responding to monkey bites, scratches and needle sticks are in place and familiar to all who work in the monkey facilities. A response kit should be readily available with instructions and materials for culturing and cleansing wounds. Contact Occupational Medicine for assistance.
6. Self-explanatory.
7. Self-explanatory.
8. Self-explanatory.

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 yellow waste containers lined with plastic bags. Animal carcasses are bagged and freezer-stored until removed for transport to contractor's incineration facility.

	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				

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 which can be obtained through Employee Health.