ABSL-2 Commissioning Checklist

Department:	**Principal Investigator**:
Building:	**Contact**:
Room(s):	**Commissioned By**:
	Date:

Note: (1) A demarcation in the *YES* column indicates compliance with the respective observation.
(2) A demarcation in the *NO* column indicates action is required by the Principal Investigator prior to EH&S commissioning the laboratory
(3) A demarcation in the *NA* column indicates that the respective observation is not applicable.

A. Standard Practices	***YES***	***NO***	***NA***
1. Access to the room is limited to the fewest number of individuals possible.			
2. An appropriate medical surveillance program is in place. All personnel receive appropriate immunizations or tests for the agents being handled or potentially present.			
3. Copies of NIH Guidelines and University Biosafety Manual, and Specific Laboratory Procedures/Protocols are available.			
4. No observations indicate the activities of eating, drinking, smoking, applying cosmetics or storing food.			
5. All procedures are carefully performed to minimize the creation of aerosols or splatters.			
6. Equipment and work surfaces in the room are routinely decontaminated with an effective disinfectant after work with the infectious agent and especially after overt spills, splashes, or other contamination by infectious materials.			
7. A written procedure for routine decontamination is readily available in the work area. All contaminated materials intended for reuse are decontaminated before washing.			
8. All infectious materials are collected, labeled, transported, and processed in a manner that contains and prevents transmission of the agent(s). All wastes fro the animal room are transported from the animal room in leak-proof, covered containers for appropriate disposal. The outer surface of the containers is disinfected prior to moving the material. Autoclaving of the contents prior to incineration is recommended.			
9. Policies for the safe handling of sharps are instituted.			
10. Personnel wash their hands after handling cultures and animals, after removing gloves, and before leaving the laboratory.			
11. Entrance to the laboratory is posted as a Biohazard Area and in accordance with the recommendations of the BMBL. Note: Specific agents will not be provided on the external postings. Only the applicable risk group(s), entry and exit provisions will be provided on the external postings.			
12. Am insect or rodent control program is in effect.			
Comments:			
B. Special Practices			
1. Animal care laboratory and support personnel receive appropriate training on the potential hazards associated with the work involved, the necessary precautions to prevent exposures, and the exposure evaluations procedures. Personnel receive annual updates, or additional training as necessary for procedural or policy changes. Records of all training provided are maintained.			
2. Only animals used for the experiment(s) are allowed in the room.			
3. All equipment must be appropriately decontaminated prior to removal from the room.			
Comments:			
C. Safety Equipment			
1. Gowns, uniforms, or laboratory coats are worn while in the animal room. The laboratory coat is removed and left in the animal room. Gowns, uniforms, and			

	laboratory coats, are removed before leaving the animal facility. Gloves are worn when handling infected animals and when skin contact with infectious materials is unavoidable.			
2.	Personal protective equipment is used based on risk assessment determinations. Appropriate face/eye respiratory protection is worn by all personnel entering animal rooms that house nonhuman primates.			
3.	Biological safety cabinets, other physical containment devices, and/or personal protective equipment are used whenever conducting procedures with a high potential for creating aerosols.			
4.	When needed, animals are housed in primary biosafety containment equipment appropriate for the animal species. Filter top cages are always handles in properly designed and operating animal biocontainment cabinets recommended for rodents.			
5.	Vacuum lines are protected with liquid disinfectant traps and HEPA filters.			
	Comments:			
D. Facilities				
1.	The animal facility separated from areas that are open to unrestricted personnel traffic within the building.			
2.	Access to the facility is limited by secure locked doors. External doors are self-closing and self-locking. Doors to animal rooms open inward, are self-closing, and are kept closed when experimental animals are present. Cubicle room inner doors may open outward or be horizontal or vertical sliding.			
3.	The animal facility is designed, constructed, and maintained to facilitate cleaning and housekeeping. The interior surfaces are impervious to water and resistant to acids, alkalis, organic solvents, and moderate heat.			
4.	Internal facility appurtenances, such as light fixtures, air ducts, and utility pipes are arranged to minimize horizontal surface areas.			
5.	Windows, if present, should be resistant to breakage and should be filled. Windows that open should be fitted with fly screens.			
6.	If floor drains are provided, the traps are always filled with an appropriate disinfectant.			
7.	Exhaust air is discharged to the outside without being recirculated to other rooms. Ventilation should be provided in accordance with criteria from Guide for Care and Use of Laboratory Animals, latest edition. The direction of airflow in the facility is inward; animal rooms should maintain negative pressure compared to adjoining hallways.			
8.	Cages are washed manually or in an appropriate cage washer. The mechanical cage washer should have a final rinse temperature of at least 180 degrees F.			
9.	Am autoclave is available in the animal facility to decontaminate infectious waste.			
10.	A hand washing sink is in the animal room where infected animals are housed, as where as elsewhere in the facility.			
11.	Illumination is adequate for all activities, avoiding reflections and glare that could impede vision.			
12.	An eyewash station is readily available.			
13.	Experiment areas of lesser biohazard potential are carefully demarcated.			
	Comments:			

E. Miscellaneous			
1.	The PI has a documented training program for all persons working in the laboratory. This ensures all personnel have a good understanding of safe microbiological technique and are familiar with the biohazards in the room.		
2.	Personnel working with infectious agents covered by the university's Exposure Control Plan (ECP) have had Bloodborne Pathogen Training within the last year. All individuals have access to the university's current ECP.A written procedure is available explaining what actions are required in the event of a laboratory emergency, such as accidental spills or personnel contamination. Spills and accidents resulting in overt exposure of humans to organisms are immediately reported to the Biosafety Officer.		

3.	Principal Investigator maintains all information that pertains to the facility and safe work practices.		
4.	A written procedure is available explaining what actions are required in the event of a laboratory emergency, such as accidental spills or personnel contamination. Spills and accidents resulting in overt exposure of humans to organisms are immediately reported to the Biosafety Officer.		
5.	Onsite and offsite transportation of biohazards is coordinated through the Biosafety Office.		
6.	Freezers and refrigerators or other units used to store biohazards are labeled with the biohazard symbol.		
7.	Suitable disinfectants, containers for disinfectants, biohazard bags, and other applicable items to the written laboratory procedures are available at the work area.		