



UNIVERSITY
OF MANITOBA

Biological Safety Advisory
Committee

Office of the Chair
Dr. Dan Gietz
Faculty of Medicine
Dept. Biochemistry and
Medical Genetics
305 Basic Medical Science
Building
Tel: (204) 789-3458

Biosafety Officer
Steven Cole
T248 Basic Science
Building
Winnipeg, Manitoba
Canada R3E 0W3
Tel: (204) 789-3675

Containment Level 2/Level 2 Regulated Lab Self Inspection Checklist

This checklist is to be used by lab staff and/or principal investigators when they are inspecting their CL-2 and CL-2 Regulated permitted spaces. The recommended inspection interval is biannually on or about January 30th and July 30th. This checklist partially fulfills sections 4.1.2, 4.10.5, and 5.1.2 which require periodic inspections of the containment zone and records of inspections to be kept on file as part of the containment zone documentation. These records are to be made available to inspectors (internal and external) upon request.

Name of inspector:	Signature:	Date:
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Inspection checklist section 1 – Administration

1. What is your biosafety permit number?	
2. What is the name of the biosafety permit holder?	
3. Are all lab workers working with biological agents listed on the permit?	
4. What was the date of the last biosafety permit amendment?	
5. Is the information on the biosafety permit currently up to date?	
6. If you answered no to any of the questions above when were corrective actions taken?	

Inspection checklist section 2 – Training

1. Have all lab staff using biological agents completed the U of M Generic Biosafety Training and Quiz?	
2. Have all lab staff using biological agents completed the site specific biosafety training?	
3. Is there a written record that all staff using biological agents have completed the site specific biosafety training?	
4. If you answered no to any of the questions above when were corrective actions taken?	

Inspection checklist section 3 – Posted Information

1. Is a door sign posted at the entrance to the containment zone?	
2. Is the information on the sign posted at the entrance to the containment zone current and correct?	
3. Is a copy of the principal investigator's current approved biosafety permit posted in all permitted locations?	
4. Is a copy of the U of M Biohazardous Waste Disposal Guidelines posted in all permitted locations?	
5. Is a copy of the U of M Post Exposure Protocol (or project specific post exposure protocol) posted in all permitted locations?	
6. If you answered no to any of the questions above when were corrective actions taken?	

Inspection checklist section 4 – Physical Inspection

1. Are there hooks near the entrance to the containment zone or lab entrance to hang lab coats?	
2. Is other required personal protective equipment stored near the containment zone or lab entrance?	
3. Are paperwork stations located away from laboratory work stations?	
4. Is the biological safety cabinet installed away from doors, travel corridors and air supply diffusers?	
5. Are personal belongings kept outside the containment zone or lab?	
6. Are there any holes in the walls?	
7. Are there any holes in the flooring?	
8. Are all lab furnishings non porous/wipeable cleanable?	
9. Do you have a handwashing sink near the exit to the containment zone or lab?	
10. Is there soap at the handwashing sink?	
11. Is there an eyewash station and emergency shower in the containment zone or lab?	
12. Do you have a phone or other two way communication system inside the containment zone?	
13. Is there evidence of rodents or insects present in the containment zone or lab?	
14. Are procedures of handling biohazardous waste (ie appropriate decontamination, labelling of waste, waste containers etc.) in compliance? (see Section 8.5 and 8.6 in UofM Biosafety Manual)	
15. If you answered no to any of the questions above when were corrective actions taken?	

Inspection checklist section 5 – Performance Verification

1. Has a visual inspection of the containment zone or lab been conducted to identify faults or deterioration of the equipment or infrastructure? Identify the specific faults or deterioration identified	
2. Date of repair for faults or deterioration.	
3. Is your autoclave validated?	
4. Do you use a chemical disinfection process to decontaminate biohazardous waste?	
5. Is your chemical disinfection process validated?	
6. Is your biological safety cabinet certified according to NSF/ANSI 49 standard?	
7. Do you have inline particulate filters installed on vacuum systems?	
8. Are inline filters on vacuum systems functioning and in good repair?	
9. If you answered no to any of the questions above when were corrective actions taken?	

Inspection checklist section 6 – Personal Protective Equipment

1. Is personal protective equipment specific to the containment zone donned, used and stored in the containment zone only?	
2. Is face protection used when there is a risk of splashes to the face and eyes?	
3. Are disposable gloves worn when handling infectious agents?	
4. Is all personal protective equipment removed before entering public spaces?	
5. If you answered no to any of the questions above when were corrective actions taken?	