

Animal Biosafety Level 1 Checklist

PI's Name: _____ Date: _____ Bldg./Rms: _____

Standard Microbiological Practices

	Yes	No
1. The animal facility director establishes and enforces policies, procedures, and protocols for institutional policies and emergencies.	<input type="checkbox"/>	<input type="checkbox"/>
2. Animal protocols are reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC) prior to beginning a study. Worker safety and health concerns are addressed as part of the animal protocol review.	<input type="checkbox"/>	<input type="checkbox"/>
3. A safety manual specific to the animal facility is prepared or adopted in consultation with the animal facility director and appropriate safety professionals.	<input type="checkbox"/>	<input type="checkbox"/>
4. The safety manual is readily available and personnel are advised of potential hazards and are required to read and follow instructions on practices and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
5. Personnel receive appropriate training regarding their duties, animal husbandry procedures, potential hazards, manipulations of infectious agents, necessary precautions to prevent exposures, and hazard exposure evaluation procedures.	<input type="checkbox"/>	<input type="checkbox"/>
6. Personnel receive annual updates or additional training when procedures or policies change. Records for hazard evaluations, training sessions and staff attendance are maintained.	<input type="checkbox"/>	<input type="checkbox"/>
7. An appropriate medical surveillance program is in place.	<input type="checkbox"/>	<input type="checkbox"/>
8. Personnel with medical conditions that may make them more susceptible to infection (i.e. pregnancy, immune-suppressed) discuss their work with Occupational Medicine.	<input type="checkbox"/>	<input type="checkbox"/>
9. Personnel using respirators are enrolled in respiratory protection program.	<input type="checkbox"/>	<input type="checkbox"/>
10. A sign incorporating safety information is posted at the entrance to the areas where infectious materials and/or animals are housed.	<input type="checkbox"/>	<input type="checkbox"/>
11. The warning sign includes the animal biosafety level, general occupational health requirements, the name and telephone number of the responsible person(s), and required procedures for entering and exiting the animal areas.	<input type="checkbox"/>	<input type="checkbox"/>
12. Emergency and disaster recovery plans for man-made or natural disasters are in place.	<input type="checkbox"/>	<input type="checkbox"/>
13. Access to the animal room is limited such that only those persons required for program or support purposes are authorized to enter the facility. Personnel are advised of potential hazards and appropriate safeguards before entering.	<input type="checkbox"/>	<input type="checkbox"/>
14. Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption is prohibited in laboratory areas. Food is stored outside the laboratory area in cabinets or refrigerators designated and used for this purpose only.	<input type="checkbox"/>	<input type="checkbox"/>
15. All procedures are performed to minimize the creation of splashes and/or aerosols.	<input type="checkbox"/>	<input type="checkbox"/>
16. Mouth pipetting is prohibited; mechanical pipetting devices are used.	<input type="checkbox"/>	<input type="checkbox"/>
17. Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware have been developed and implemented.	<input type="checkbox"/>	<input type="checkbox"/>
a. Use of sharps is limited to situations where there is no alternative for such procedures as parenteral injection, blood collection, or aspiration of fluids from laboratory animals and diaphragm bottles.	<input type="checkbox"/>	<input type="checkbox"/>

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| b. Needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Used disposable needles are placed in conveniently located puncture-resistant containers used for sharps disposal. | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Non-disposable sharps are placed in a hard-walled container for transport to a processing area for decontamination, preferably by autoclaving. | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Broken glassware is not handled directly. It is removed using mechanical means such as a brush and dustpan, tongs, or forceps. Plastic ware is substituted for glassware whenever possible. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Use of equipment with sharp edges and corners is avoided. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Equipment and work surfaces are decontaminated after completion of work and after any spills, splashes, or other overt contamination.
List disinfectant used: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Animals and plants not associated with the work being performed are prohibited from areas where infectious materials and/or animals are housed or manipulated. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. An effective integrated pest management program is in place. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. All waste from animal rooms (including animal tissues, carcasses, and contaminated bedding) is transported from the animal room in leak-proof covered containers for appropriate disposal in compliance with applicable institutional, local, and state requirements. Potentially infectious material is decontaminated before disposal using an effective method. | <input type="checkbox"/> | <input type="checkbox"/> |

Safety Equipment (Primary Barriers and Personal Protective Equipment)

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|---|--------------------------|--------------------------|
| 22. Protective laboratory coats, gowns, or uniforms are worn to prevent contamination of personal clothing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Protective eyewear is worn when conducting procedures that have the potential to create splashes of microorganisms or other hazardous materials. Persons who wear contact lenses also wear eye protection. Persons having contact with non-human primates wear appropriate eye and face protection. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Gloves are worn to protect hands from exposure to hazardous materials. Alternatives to latex gloves should be available. | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Gloves are changed when contaminated, integrity has been compromised, or when otherwise necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Gloves are not worn outside animal rooms and are removed in a manner that prevents transfer of infectious materials. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Disposable gloves are not washed or reused. Used gloves are disposed of with other contaminated laboratory waste. | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Persons wash their hands after removing gloves, after handling animals, and before leaving areas where infectious materials and/or animals are housed or manipulated. | <input type="checkbox"/> | <input type="checkbox"/> |

Laboratory Facilities (Secondary Barriers)

- | | Yes | No |
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| 25. The animal facility is separated from areas that are open to unrestricted personnel traffic within the building and external facility doors are self-closing and self-locking. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. The facility is patrolled or monitored at frequent intervals. | <input type="checkbox"/> | <input type="checkbox"/> |

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| 27. Doors to animal rooms open inward, are self-closing, and are kept closed when experimental animals are present. Doors to cubicles inside a room may open outward or slide horizontally or vertically. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Animal rooms have a sink for hand washing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. The facility is designed, constructed, and maintained to facilitate cleaning and housekeeping. Walls, floors and ceilings are water resistant and floors are slip resistant, impervious to liquids and resistant to chemicals. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Penetrations in floors, walls, and ceiling surfaces are sealed, including openings around ducts, doors, and door frames, to facilitate pest control and proper cleaning. | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Furniture is capable of supporting anticipated loads and uses. Spaces between benches, cabinets, and equipment are accessible for cleaning. | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Cabinets and bench tops are impervious to water and resistant to heat, organic solvents, acids, alkalis, and other chemicals. | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Chairs are covered with a non-porous material that can be easily cleaned and decontaminated with appropriate disinfectant. <i>No fabric chairs in animal rooms.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. External windows are not recommended; if present windows are resistant to breakage. Where possible, windows should be sealed. Windows that open to the exterior are fitted with fly screens. | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Ventilation is provided in accordance with the Guide for Care and Use of Laboratory Animals. No recirculation of exhaust air may occur. Animal rooms have directional inward airflow. | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Internal facility appurtenances, such as light fixtures, air ducts, and utility pipes, are arranged to minimize horizontal surface areas to facilitate cleaning and minimize the accumulation of debris or fomites. | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. If floor drains are present, traps are always filled with water and/or appropriate disinfectant to prevent migration of vermin and gases. | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Cages are washed manually or preferably in a mechanical cage washer. The mechanical cage washer should have a final rinse temperature of at least 180°F. Appropriate disinfectants are used for manual cage washing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Illumination is adequate for all activities; reflections and glares that could impede vision are avoided. | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. An emergency eyewash and shower is readily available. | <input type="checkbox"/> | <input type="checkbox"/> |

Recombinant DNA Research Involving Animals

- | | Yes | No |
|---|--------------------------|--------------------------|
| 41. Genetically engineered neonates are permanently marked within 72 hours after birth. If their size does not permit marking, their containers are marked. | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Unless reproductive studies are an approved part of the experiment, a double barrier between males and females or other means to prevent reproductive transmission is in place. | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Animals are confined to securely fenced areas or enclosed structures to minimize the possibility of theft or unintentional release. | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. When an animal containing recombinant DNA or a recombinant DNA-derived organism is euthanized or dies, it is disposed of in a manner that prevents its use as food for humans or animals unless food use has specifically been authorized by an appropriate Federal agency. | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. A permanent record of the experimental use and disposal of each animal or group of animals is maintained. | <input type="checkbox"/> | <input type="checkbox"/> |