**Laboratory Information**

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| Building/Floor/Zone |  | Room no. |  |
| Laboratory Supervisor |  | Tel: |  |
| Responsible Personnel |  | Position: |  |
| Laboratory Inspector’s Name |  | Evaluated date: |  |

**For General Biology Laboratory**

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| **Hazard Assessment** | **Yes** | **No** | **Remark** |
| 1. Biohazardous material are in the Lab. |  |  |  |
| 2. The inventory of organism and biological materials is always updated. |  |  |  |
| 3. Each organism and biological material is clearly categorized in its Risk  group. |  |  |  |
| 4. Please specify type of specimen used in the Lab.  🞎 Microorganisms 🞎 Human blood/tissues/OPIM 🞎 Human cell line  🞎 Other cell lines/tissues culture 🞎 Animal tissues 🞎 iDNA/RNA  🞎 Other biological materials, (please specify) …………………………………………………………. | | | |
| **5. Biosafety Level 1** 🞎 Yes 🞎 No  \*If the Lab is not considered as BSL1, you must complete BSL2 | | | |
| **Laboratory Facilities** | Yes | No | Remark |
| 1. Sink and soap for hand-washing are provided near the exit of the lab. |  |  |  |
| 2. There are windows and doors for preventing insect intrusion into the lab. |  |  |  |
| **Training and Record keeping** | Yes | No | Remark |
| 1. All personnel have been trained for all levels of Biosafety in the lab. |  |  |  |
| 2.Head of lab encourages all personnel to have proper biosafety training. |  |  |  |
| 3. There is evidence of Biosafety training in the lab. |  |  |  |
| 4. All personnel have the knowledge and are aware of bio-hazards while working in the lab. |  |  |  |
| 5. The biosafety manual is available and accessible to all personnel at the lab. |  |  |  |
| **Signage** | Yes | No | Remark |
| 1. There are warning signs to warn about possible dangers or any prohibition in front of the lab. |  |  |  |
| 2. There are emergency numbers and responsible personnel near the exist of the lab. |  |  |  |
| 3. There are signs posted indicating that a table or an area is dangerous. |  |  |  |
| 4. There is a sign indicating that specific equipment can be moved? |  |  |  |
| 5. There is a sign indicating that storing food or drink for human consumption is not permitted in the laboratory? |  |  |  |
| **Risk reduction** | Yes | No | Remark |
| 1. Work Practices |  |  |  |
| 1.1Eating, drinking, smoking, applying cosmetics or handling contact lenses is not permitted in the lab. |  |  |  |
| 1.2 Storing food or drink for human consumption is not permitted in the lab. |  |  |  |
| 1.3All personnel must wash their hands before and after working in the lab. |  |  |  |
| 1.4 Personnel must wear proper personal protective equipment while working in the lab. |  |  |  |
| 1.5 Personnel must wear pants that cover the ankles andshoes that cover their feet. |  |  |  |
| 1.6 Mouth pipetting is prohibited; mechanical pipetting devices must be used. |  |  |  |
| 1.7 There are procedures for reducing or controlling the spread of microorganisms or any biological materials. |  |  |  |
| 1.8 Laboratory gowns are not allowed in public areas e.g. canteen, toilet or common room. |  |  |  |
| 1.9 Do not touch clean areas e.g. door knobs or telephones while wearing gloves. |  |  |  |
| 1.10 Do not use acids or alkalis in the Biosafety Cabinet (BSC). |  |  |  |
| **2. Personal Protective Equipment** |  |  |  |
| 2.1 Protective laboratory gowns must be worn while working in the lab. |  |  |  |
| 2.2 Gloves must be worn while working with biological substances or dangerous chemicals. |  |  |  |
| 2.3 Eye protection must be worn for anticipated splashes or sprays when working with biological materials. |  |  |  |
| 2.4 There are proper protective masks and available for all personnel. |  |  |  |
| **3. Engineering control and management** |  |  |  |
| 3.1 Biological Safety Cabinets (BSC) are available, and food is stored in refrigerators designated and used only for this purpose. |  |  |  |
| 3.2 The lab and equipment are designed so that it can be easily cleaned. |  |  |  |
| 3.3 There are cleaning equipment and appropriate disinfectants for lab gowns. |  |  |  |
| 3.4 The BSC is certified annually. |  |  |  |
| 3.5 The BSC is installed so that fluctuations of the room air supply and exhaust do not interfere with proper operations e.g. BSC is not located near an entrance or an exit. |  |  |  |
| 3.6 There is an area for hanging gowns in the lab. |  |  |  |
| 3.7 There is an emergency shower and eye wash in the lab. |  |  |  |
| **Decontamination and Waste** | **Yes** | **No** | **Remark** |
| 1. Disinfectants are properly labelled with specified concentration and expiry date. |  |  |  |
| 2. Lab area is disinfected before and after working. |  |  |  |
| 3. Biohazard spill kit and procedures are available for minor spills or initial procedures in case of spills. |  |  |  |
| 4. Autoclave is regularly maintained near working areas. |  |  |  |
| 5. Procedures for containing contaminants and autoclave are efficiently carried out. |  |  |  |
| 6. Contaminants are contained with a sign indicating contaminated materials and properly kept. |  |  |  |
| 7. A leak-proof container is used for contaminants when transported for disposal. |  |  |  |
| 8. Needles and other sharp items are properly decontaminated prior to disposal. |  |  |  |
| 9. Waste management procedure is properly carried out. |  |  |  |

**For Biosafety Level 2**

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| **Biosafety level 2** | **Yes** | **No** | **Remark** |
| 1. Access doors to the laboratory are controlled. |  |  |  |
| 2. A hazard warning sign incorporating the universal biohazard symbol including identification of authorized personnel is posted on all access doors to the laboratory e.g. only trained personnel are allowed, or only vaccinated personnel are allowed, or PPE must be properly worn. |  |  |  |
| 3. Personnel must monitor their health and have annual health check-ups. |  |  |  |
| 4. Laboratory personnel can explain emergency procedures in case of biological materials spill. |  |  |  |
| 5. Needles and other sharp items are for one-time usage only. |  |  |  |
| 6. Personnel can demonstrate properly how to handle and dispose of needles and syringes. |  |  |  |
| 7. Centrifuge has safety/biocontainment cups or a sealed rotor. |  |  |  |
| 8. Sealing and transferring must be done in a biological safety cabinet to prevent microorganism spill. |  |  |  |
| 9. Vacuum lines must be protected from microorganism spill. |  |  |  |
| 10. Taps are automatically opened or can be opened by an elbow without touching the tap. |  |  |  |

**Recombinant DNA/RNA laboratory**

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| **Recombinant DNA/RNA** | **Yes** | **No** | **Remark** |
| 1. NIH’s Guidelines for research involving Recombinant DNA Molecules is available or a current biosafety manual is accessible to personnel in the laboratory. |  |  |  |
| 2. Personnel know about regulations and biosafety practices for modern biotechnology. |  |  |  |
| 3. rDNA/RNA is non-pathogenic or non-toxic. |  |  |  |
| 4. Genetic material specimen is impaired and cannot be transmitted through natural methods. |  |  |  |
| 5. Biosafety Assessment has been requested and approved for Research involving rDNA/RNA by Institutional Biosafety Committee (IBC). |  |  |  |
| 6. Laboratory has risk assessment completed by Institutional Biosafety Committee (IBC). |  |  |  |

**Other comments:**

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* Incidents that result in exposure to infectious materials are immediately evaluated and treated according to procedures described in the laboratory biosafety manual. All incidents are reported to PI and SHECU.
* A method for decontaminating all laboratory wastes should be available in the facility (e.g. autoclave, chemical disinfection).