



Checklist for inspections of biological laboratories

Regular audits/inspections of biological facilities are recommended to ensure that standards are being maintained, and the fabric of the laboratory is not deteriorating. The checklist is meant to aid this process by highlighting the main areas considered on an inspection:

- Access and signage;
- Environment and Housekeeping;
- Hygiene and Personal Protective Equipment;
- Equipment/Apparatus;
- Laboratory procedures;
- Laboratory documentation;
- Working arrangements.

The primary aim of this list is to ensure compliance with the requirements of the *Control of Substances Hazardous to Health Regulations* and *The Genetically Modified Organisms (Contained Use) Regulations*, and also demonstrate good practice.

Work within the University is predominantly carried out in containment level 1 and 2 laboratories. There is some work at CL3, but these are specialist facilities and are dealt with separately.

Guidance Notes

Work with wild type biological agents and human/animal/plant material is covered by the *Control of Substances Hazardous to Health Regulations*

CL1 is generally the standard for most undergraduate teaching work, although demonstration may involve the handling of Hazard Group 2 agents by trained personnel. HG1 agents are by definition unlikely to cause disease in healthy humans.

CL2 is the most commonly used containment level and covers a wide range of clinical and research work. HG2 agents are capable of causing disease, but are unlikely to spread further to the community and, in any case, effective treatment is available.

Genetically modified micro-organisms are subject to legislation of their own (*The Genetically Modified Organisms (Contained Use) Regulations*), although the controls for ACDP levels 1 and 2 and ACGM levels 1 and 2 are broadly equivalent. The table of control measures used to determine the Class of GMM is contained within the assessment *proforma*.

Most facilities (aside from some teaching laboratories) are designed to CL2 standard and may house a mix of work at both CL1 and CL2. In such cases it is good practice to ensure that everyone is aware of the work being undertaken in the multi-user facility, and that the higher CL2 standard is applied throughout the laboratory to avoid lapses in control standards.

There may be some central facilities, such as autoclaves and wash up areas. During inspections it is advised that the distance from laboratory to autoclave is considered, as well as the route. For example, does waste have to be transported through public areas when moved from lab to autoclave? If so, can this be avoided?

Checklist for ACDP/ACGM level 2 facilities

Laboratory:

Department:

<p>Research Group:</p> <p>Area of research:</p>

REQUIREMENT	YES/NO	COMMENTS
Access/signage		
Containment level displayed		
Biohazard sign		
Lab locked when not in use		
Door closed if room under negative pressure		
Authorised persons only		
Responsible person for lab		
Contact details		
Environment and Housekeeping		
Lighting adequate		
Comfortable temperature		
Lab under negative pressure. If so, tested		
Ventilation adequate, not interfering with safety cabinet		
Aisles uncluttered		
Floor clean and in good condition		
Benches clean, in good condition and uncluttered		
Lab sink clean		
Disinfection regime in place		
Disinfectant available and made up fresh		

REQUIREMENT	YES/NO	COMMENTS
Hygiene and PPE		
Wash basin near exit with elbow taps		
Soap available		
Paper towels available in dispenser		
Waste bin for non-hazardous waste		
Lab coats worn and stored correctly		
Outdoor clothing stored elsewhere		
Gloves available – material used		
Other PPE		
Equipment		
Electrical items tested		
Absence of overloaded sockets		
Centrifuges serviced and maintained		
Autoclave in vicinity		
Autoclave serviced and maintained		
Autoclave log kept		
Autoclave operators trained		
Safety Cabinets tested and serviced		
Safety Cabinet test records kept		
Other equipment maintained and serviced		
Lab Procedures		
Waste disposal procedures in place		
Fridge/Freezer inventories in place		
Labelling of fridge/freezer contents		
Labelling of incubator contents		
Safe storage of biological agents		
Labelling of biological agents		
Secure storage of Schedule 5 substances		

Safe and proper chemical storage		
Chemicals labelled and segregated correctly		
REQUIREMENT	YES/NO	COMMENTS
Lab documentation		
Biological COSHH/GM assessments readily available		
Biological COSHH/GM assessments relevant and recently reviewed		
All workers trained		
Training record kept		
Untrained staff/visitors always supervised		
Local policies and procedures		
Out of hours working		
Lone working arrangements		
Working arrangements		
No. of people in facility at any one time		
Adequate space and facilities		
If more than one research group, is work compatible		

Interviews with Lab users – comments (satisfactory demonstration of awareness of hazards, risks, controls needed etc)