Chapter 22 Laboratory Inspections: A Do-It-Yourself Guide

Self Inspection

The IBC recommends that each lab carry out a documented semiannual self-inspection using the criteria outlined here. The IBC and Risk Management spot check laboratories using the same criteria. Inspections are not limited to biosafety, but encompass chemical, electrical, fire and general safety issues. The purpose of the inspections is not to create a restrictive environment but rather to assist in ongoing safety education of University of Arizona students and employees.

A. Laboratory Management

1. Posted emergency protocols
2. RM&S safety training and BBP training if applicable.
3. MUA's reviewed and approved by the IBC
4. Emergency call-list

B. Facility/Equipment

1. Airflow from lower-hazard to higher-hazard areas

2. Eating and drinking in designated areas.

3. Neat or cluttered work areas

4. Biosafety cabinet: make, model, size, number

5. Negative-pressure thimble connection on biosafety cabinet

6. Biosafety cabinet certification: date of last certification

7. Decontamination of biosafety cabinet before use and the name of the decontamination agent

8. Decontamination of biosafety cabinet after use and the name of the decontamination agent

9. Neat uncluttered grate in biosafety cabinet

10. Neat or cluttered work area in biosafety cabinet

11. HEPA filter on vacuum line

12. How full is the suction flask?

13. Autoclave: make, model, frequency of autoclave calibration, log

14. Centrifuge: make, model, condition of centrifuge bucket, condition of centrifuge rotors (check for stress cracks), condition of centrifuge interior (check for residue buildup), log

15. Spill-kit availability

C. Work Practices

1. Aerosol-generating procedures and steps taken to control them

2. Effective use of biosafety cabinets

3. Surface decontamination: disinfectant used, contact time, frequency

4. Are lab coats worn or not

5. Are safety glasses required; if so, are they worn or not

6. Any evidence of eating in the lab areas

D. Hazard Communication

1. Biosafety placard posted at entrance to the lab

2. Is the Exposure Control Plan completed

3. Hepatitis B vaccination registration/ declination records (when appropriate)

4. Signed informed consent for immunodeficient individuals

5. Appropriate biosafety cabinet signage (Biohazard placard for BSCs in which biohazards are used.)

6. Review of training records and date of last training

7. Autoclave records (last spore-check date, positive or negative)

E. Biohazard Waste Handling

1. Labeled rigid containers with lids

2. Double, red autoclave bags

3. Transportation of biohazardous waste

4. Only biohazard waste in red bags

5. Sharps containers

6. Autoclave waste containers

F. Interview

1. Biosafety knowledge

2. Hazards of materials in their work

3. Waste disposal practices

4. Special precautions, practices or procedures

5. Personal protective equipment

6. Emergency response procedures

Regulatory Agency Inspection

Notify the IBC and RM&S if an official of a regulatory agency attempts to inspect your laboratory. No laboratory may be inspected by such officials without full knowledge of the IBC and RM&S and participation of an IBC and RM&S representative. This is for your protection.