Annual Biosafety Inspections

ABSL-3 Housing Checklist

02/2026

Answer Yes, No or NA (not applicable), by placing an X in the appropriate box.

A. Standard Microbiological Practices	YES	NO	N/A	COMMENTS
1. Access to the animal facility must be limited or restricted at the discretion of the laboratory or animal facility director.				
2. Do all personnel wash hands after handling cultures and animals, after removing gloves and before leaving the animal facilities?				
3. Are soap and towels available at the handwashing sink?				
4. Are eating/drinking/ applying cosmetics prohibited in the lab?				
5. Is food stored outside the work area, in cabinets or refrigerators designated for food only?				
6. Is mouth pipetting prohibited and are mechanical pipetting devices used?				
7. Are all procedures performed carefully in a manner to minimize the creation of splashes or aerosols?				
8. Glassware is minimized and use of durable plastic ware is used whenever is possible.				
9. Are regulated sharps (e.g., needles, syringes, razor blades, lancets) discarded into puncture-resistant, red needle box?				
10. Sharps restricted to use when no alternative exists				
11. Are all solid wastes, which are contaminated with biohazardous materials, discarded into puncture resistant, white 5 gallon buckets and/or red biohazard bags?				
12. Are all liquid wastes, which are contaminated with biohazardous materials, autoclaved or decontaminated with an effective disinfectant before they are poured down the sanitary sewer?				
13. All liquids poured down the sewer are maintained in a log book to assure adequate inactivation time for exposure to bleach. (e.g., info to include date treated/exposure time/notation of biohazard content)				
14. Doors to animal rooms open inward, be self-closing and kept closed when experimental animals are present.				
15. An insect and rodent control program in effect.				
16. Personnel using respirators must be enrolled in an appropriately constituted respiratory protection program.				
17. All wastes from the animal room (including animal tissues, carcasses, and bedding) are transported from the animal room in leak-proof containers for appropriate disposal in compliance with applicable institutional, local and state requirements.				
18. The safety manual must be available and accessible.				
B. Special Practices	**YES**	**NO**	**N/A**	**COMMENTS**
1. Restricted access to the animal room to personnel who have been advised of the potential hazard and who need to enter the room for program or service purposes.				
2. Persons at an increased risk of acquiring infection, or for whom infection might be unusually hazardous, are not allowed in the animal room. (Persons at increased risk include pregnant women, and persons who are immunodeficient or immunosuppressed.)				
3. Persons advised of hazards and have required immunizations. (Hepatitis B vaccine or TB skin testing)				
4. Is a BIOHAZARD sign posted at the lab entrance?				
5. Does the BIOHAZARD sign include information on the agent(s) used, biosafety level, PI's name/telephone?				
6. Is the biohazard symbol used to identify equipment, containers, refrigerators, etc. that contain or are contaminated with microorganisms or rDNA materials?				
7. Supervisor ensures personnel receive appropriate biosafety training.				

	YES	NO	N/A	COMMENTS
8. Do lab personnel exercise a high degree of precaution with all contaminated sharp items, including needles/syringes, slides, pipettes, capillary tubes and scalpels?				
9. Laboratory surfaces decontaminated on a daily basis or after any spill of biological material.				
B. Special Practices	**YES**	**NO**	**N/A**	**COMMENTS**
1. Spills involving infectious materials must be contained, decontaminated,				
2. and cleaned up by staff properly trained and equipped to work with infectious materials.				
3. Clearly labeled spill kit containing absorbent material, gloves, disposable plastic scoops, tongs, biohazard bags and appropriate disinfectants are available in the laboratory.				
4. Spills and accidents reported to Supervisor and Biosafety Office. Medical follow-up as appropriate.				
5. Actively ventilated caging systems must be designed to prevent the escape of microorganisms from the cage.				
6. Safety mechanisms should be in place that prevents the cages and exhaust plenums from becoming positive to the surrounding area should the exhaust fan fail.				
7. The system should also be alarmed to indicate when operational malfunctions occur.				
8. A method for decontaminating all infectious materials must be available within the facility, preferably within the areas where infectious materials and/or animals are housed or manipulated (e.g., autoclave, chemical disinfection, or other approved decontamination methods). Consideration must be given to means for decontaminating routine husbandry equipment, sensitive electronic and medical equipment.				
9. Decontaminate all potential infectious materials (including animal tissues, carcasses, contaminated bedding, unused feed, sharps, and other refuse) by an appropriate method before removal from the areas where infectious materials and/or animals are housed or are manipulated. It is recommended that animal bedding and waste be decontaminated prior to manipulation and before removal from the areas where infectious materials and/or animals are housed or are manipulated, preferably within the caging system.				
10. Equipment, cages, and racks should be handled in a manner that minimizes contamination of other areas.				
11. When appropriate, considering the agent(s) handled, baseline serum samples from animal care and other at risk personnel should be collected and stored.				
12. Are animal cages are decontaminated preferably by autoclaving before they are cleaned and washed?				
13. All wastes from the animal room must be autoclaved before disposal. All animal carcasses must be incinerated. Dead animals must be transported from the animal room to the incinerator in leak proof covered containers.				
C. Safety Equipment (Primary Barriers)	**YES**	**NO**	**N/A**	**COMMENTS**
1. BSC properly maintained with current testing and certification.				
2. Personnel protective equipment used when all activities involving manipulations of infectious materials or infected animals:				
a.) wrap around or solid front gowns worn in the animal facility. Front button coats are not suitable.				
b.) personnel wear gloves when handling infected animals. Alternatives to powdered latex available. Gloves autoclaved prior to disposal.				
c.) appropriate eye/face and respiratory protection worn by personnel entering animal room housing non-human primates.				
d). boots, shoe covers or other protective footwear and disinfectant footbath available and used when indicated.				

	YES	NO	N/A	COMMENTS
3. When biohazardous materials must be manipulated outside a Class II biological safety cabinet; does lab personnel use face protection (e.g., goggles, mask, face shield) for unexpected splashes to the face?				
4. To prevent cross-contamination, boots, shoe covers, or other protective footwear is used where indicated.				
D. Laboratory / Animal Facilities (Secondary Barriers)	**YES**	**NO**	**N/A**	**COMMENTS**
1. Does lab contain a wrist-operated handwashing sink?				
2. The interior surfaces or walls, floors, and ceilings are water resistant so they can be easily cleaned. Penetrations in the surfaces are sealed to facilitate fumigation or space decontamination.				
3. If floor drains are provided, they are protected with liquid traps that are always filled with water or disinfectant.				
B. Special Practices	YES	NO	N/A	**COMMENTS**
1. A non-recirculating ventilation system is provided. The supply and exhaust components of the system are balanced to provide directional flow or air into the animal room. The exhaust is discharged directly to the outside and is clear of occupied areas or air intakes.				
2. The HEPA filtered exhaust air from Class I or Class II biological safety cabinets or other primary containment devices are discharged directly to the outside through the building exhaust system.				
3. An autoclave, which can be used for decontaminating infectious laboratory waste, is available in the building with the animal facility.				
4. Easily cleaned. No carpet or rugs. Chairs covered with vinyl or suitable material for ease of decontamination.				
5. Eyewash readily available. Checked weekly by staff.				
6. The animal facility is separated from areas that are open to unrestricted personnel traffic within the building.				
7. Access to the animal facility is restricted.				
8. Sink traps are filled with water and/or appropriate liquid to prevent the migration of vermin and gases.				
9. The direction of airflow into the animal facility s inward; animal rooms should maintain inward directional airflow compared to adjoining hallways.				
10. Alarms should be considered to notify personnel of ventilation and HVAC system failure.				
11. Cages are washed in a mechanical cage washer.				
12. The mechanical cage washer has a final rinse temperature of at least 180 degrees F.				
13. Cages should be autoclaved or otherwise decontaminated prior to removal from ABSL-3 space.				
14. An autoclave is available, which is convenient to the animal rooms where the biohazard is contained. The autoclave is used to decontaminate infectious materials and waste before moving it to other areas of the facility.				
E. Training and Recordkeeping	**YES**	**NO**	**N/A**	**COMMENTS**
1. Have all lab members completed the Biosafety/Bloodborne pathogen training?				
2. Is a copy of the Autoclave SOP readily available? Has training been provided?				
3. Is there a current copy of the USA Biosafety Manual? Is it readily accessible (e.g., desktop or hardcopy)?				
4. Has the PI developed lab-specific biosafety procedures (e.g., Exposure Control Plan) and incorporated them into Standard Operating Procedures? Are lab personnel required to read the procedures?				
5. Documented emergency response (accidental exposure plan)				
6. Is the ECP training log current and is it congruent with the personnel listed on the protocol?				

	YES	NO	N/A	COMMENTS
7. Documented hazard communication (MSDS, chemical hygiene plan)				
8. Enrollment/Training in Respiratory Program				

Additional comments/observations/concerns: