[YEAR] Annual Biosafety Inspections
ACL-2 Laboratories

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

A. Standard Practices	YES	NO	N/A	COMMENTS
1. Arthropods are located in dedicated rooms, closets to minimize accidental release?				
2. Routine access is limited when work is in progress?				
3. Equipment & supplies not required for operation of the insectary are kept out of the containment area?				
4. Insect diet in sealed containers?				
5. Are containers disinfected? What methods?				
6. Cages used to hold arthropods are shatter-proof and screened w/mesh to prevent escape?				
7. Cages used to hold arthropods are non-breakable & designed to prevent escape during removal and/or introduction of arthropods?				
8. How are arthropods disposed of? Freezing or other suitable methods				
9. Are containers clearly marked to distinguish infected from uninfected arthropods?				
10. Personnel wash hands after biohazardous work? Where?				
11. Pest control prevention?				
12. Are there prevention tactics for accidental dispersal on personnel?				
13. Is there an Arthropod trapping & monitoring procedure? Is a log kept?				
14. Harborage and breeding areas eliminated?				
15. Are arthropods identified adequately? (species, strain/origin, date of collection, responsible PI).				
16. Are Arthropod sharps used? (should be restricted for use in the insectary if infected materials are used?				
17. All surfaces in the insectary are routinely decontaminated with an effective disinfectant?				
18. Is the biohazard symbol used to identify equipment, containers, refrigerators, etc.?				
19. How are arthropods transported between areas? (in a manner that contains and prevents transmission of agent(s))				
20. Spills and accidents are reported to Supervisor and IBC office? (f/u 21. medical evaluation, surveillance, and treatment are provided as appropriate, and records are maintained)				
B. Special Practices	**YES**	**NO**	**N/A**	**COMMENTS**
1. Non-arthropod animals that are used as hosts or blood sources are housed separately from arthropods?				
2. Is a BIOHAZARD sign posted at the lab entrance listing agents, PI's name/telephone, entry requirements, emergency contact 3. information and any special requirements for entry into the insectary.				
4. Are laboratory surfaces and any equipment appropriately decontaminated and disinfected before transfer between rooms within the insectary and before removal from the insectary?				
5. Clearly labeled spill kit containing absorbent material, gloves, disposable plastic scoops, tongs, biohazard bags and appropriate disinfectants are available in the laboratory.				
6. Biohazard Incident Reporting sign posted and current?				
7. Biological Waste & Sharps Disposal Chart posted and current?				

C. Safety Equipment (Primary Barriers)	YES	NO	N/A	COMMENTS
1. Biosafety cabinet and other containment devices or personnel protective equipment used when:				
a.) potential for splashes/aerosols				
b.) high concentrations or large volumes of agents used				
2. Are eye and face protection disposed of with other contaminated laboratory waste or decontaminated before use?				
3. Gloves are worn when handling potentially infected arthropods, blood, etc.? Are alternatives to powdered latex available?				
4. Is the Biosafety cabinet functional and current on inspection?				
5. Lab coats, gowns, are worn at all times in the insectary when handling blood, vertebrate animals, and infected materials?				
6. Lab coats are removed prior to leaving the lab?				
7. Hangers are provided for laboratory coat storage.				
8. PPE worn as appropriate? (Respirators, particle masks, head covers, etc.)				
D. Laboratory Facilities (Secondary Barriers)	**YES**	**NO**	**N/A**	**COMMENTS**
1. Insectary is separated from areas that are open to unrestricted personnel traffic within building?				
2. Double-doors/single door/sliding doors that prevents flying and crawling arthropod escape				
3. Windows(not recommended), if present, effectively prevent escape?				
4. Central vacuum system installed with filters and outlets are fitted with suitable barriers/filters to prevent arthropod escape?				
5. Easily cleaned. No carpet or rugs. Chairs covered with vinyl or suitable material for ease of decontamination.				
6. Floor drains are modified to prevent accidental release of arthropods and agents?				
7. Illumination is appropriate for arthropod maintenance; does not impede vision or adversely influence the safety; lighted (or dark) openings that attract escaped arthropods are avoided.				
8. HVAC is appropriate for arthropod maintenance				
9. Eyewash readily available. Checked weekly by staff.				
10. Hand-washing sink?				
E. Training and Recordkeeping	**YES**	**NO**	**N/A**	**COMMENTS**
1. Have all lab members completed the Biosafety/Bloodborne pathogen training?				
2. Is there a current copy of the USA Biosafety Manual? Is it readily accessible (e.g., desktop or hardcopy)?				
3. Is the Exposure Control Plan (ECP) printed and available?				
4. Is the ECP training log current and is congruent with the personnel listed on the protocol?				
5. Is there a copy of the Autoclave SOP available? If applicable, is the Autoclave usage log up-to-date? Have all lab members had autoclave training?				
6. Supervisor ensures personnel receive appropriate biosafety training.				
a. Personnel are advised of any special hazards/risks.				
b. Immunizations offered to personnel?				

Additional comments/observations/concerns: