

ANIMAL BIOLOGICAL SAFETY LEVEL ONE (ABSL-1) CHECKLIST

Animal Biological Safety Level One (ABSL-1) containment is suitable for work in animals involving well-characterized biological agents that are not known to cause disease in immunocompetent adult humans and which present minimal potential hazard to personnel and the environment. ABSL-1 facilities should be separated from the general traffic patterns of the building and restricted as appropriate. Special containment equipment or facility design may be required as determined by appropriate risk assessment. Also, personnel must have specific training in animal facility procedures and must be supervised by an individual with adequate knowledge of potential hazards and experimental animal procedures.

To ensure compliance with the ASU policies and the CDC/NIH manual, "Biosafety in Microbiological and Biomedical Laboratories," please complete the following checklist for ABSL-1 facilities prior to beginning work in these areas.

_____ Date

_____ Lab Location(s)

_____ PI

_____ Inspector

Section 1: Standard Microbiological Practices	Yes	No	N/A
1. Does the animal facility director establish and enforce policies, procedures, and protocols for institutional policies and emergencies?			
2. Are animal protocols reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC) prior to beginning the study?			
3. Does the institution assure that worker safety and health concerns are addressed as part of the animal protocol review?			
4. Has a safety manual specific to the animal facility been prepared/adopted in consultation with the animal facility director and appropriate safety professionals?			
5. Is the safety manual available and accessible to laboratory personnel/animal handlers?			
6. Are personnel advised of potential hazards and required to read and follow instructions on practices and procedures?			
7. Does the supervisor ensure that animal care, laboratory, and support personnel receive appropriate training regarding their duties, animal husbandry procedures, potential hazards, manipulations of infectious agents, necessary precautions to prevent exposures, and hazard/exposure evaluation procedures (physical hazards, splashes, aerosolization, etc.)?			
8. Do personnel receive annual updates and additional training when procedures or policies change?			
9. Are records maintained for all hazard evaluations, employee training sessions, and proof of attendance?			
10. Is an appropriate medical surveillance program in place, as determined by a comprehensive risk assessment?			
11. Has an animal allergy prevention program been considered?			
12. Do facility supervisors ensure that ASU Health Services is informed of potential occupational hazards within the animal facility (including those hazards associated with research, animal husbandry duties, animal care and manipulations)?			
13. Have all personnel, and particularly women of childbearing age, been provided information regarding immune competence and conditions that may predispose them to infection? (Personal health status may impact an individual's susceptibility to infection, ability to receive immunizations, and prophylactic interventions.)			

Section 1: Standard Microbiological Practices (continued)	Yes	No	N/A
14. Are individuals listed in (13) encouraged to self-identify to the institution's healthcare provider for appropriate counseling and guidance?			
15. Are personnel using respirators enrolled in the ASU Respiratory Protection Program ?			
16. Is a sign incorporating safety information posted at the entrance to the areas where infectious materials and/or animals are housed or manipulated?			
17. Does the sign include the animal biosafety level, general occupational health requirements, personal protective equipment requirements, the supervisor's name (or other responsible personnel), telephone number, and required procedures for entering and exiting the animal areas?			
18. Are specific infectious agents identified within an animal room?			
19. Is security-sensitive agent information posted in accordance with the institutional policy?			
20. Are there written emergency and disaster recovery plans for man-made or natural disasters?			
21. Is access to the animal room limited?			
22. Are only those personnel required for program or support purposes authorized to enter animal rooms?			
23. Are all individuals (including facility personnel, service workers, and visitors) advised of the potential hazards (e.g., natural or research pathogens, allergens) and instructed on the appropriate safeguards?			
24. Is eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption prohibited in animal areas?			
25. Is food stored outside of the animal areas in cabinets or refrigerators designed and used only for this purpose?			
26. Are all procedures carefully performed to minimize the creation of aerosols or splatters of infectious materials and waste?			
27. Is mouth pipetting prohibited?			
28. Are mechanical pipetting devices used?			
29. Have policies for the safe handling of sharps (such as needles, scalpels, pipettes, and broken glassware) been developed and implemented?			
30. Have laboratory supervisors adopted the use of improved engineering and work practice controls to reduce the risk of sharps injuries?			
31. Is the use of needles and syringes or other sharp instruments in the animal facility limited to situations where there is no alternative (for such procedures as parenteral injection, blood collection, or aspiration of fluids from laboratory animals and diaphragm bottles)?			
32. Are disposable needles prohibited from being bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal?			
33. Are used disposable syringes and needles carefully placed in puncture-resistant sharps containers?			
34. Are sharps containers located as close to the work site as possible?			
35. Are non-disposable sharps placed in a hard-walled container for transport to a processing area for decontamination, preferably by autoclaving?			
36. Is broken glassware handled using a brush and dustpan, tongs, or forceps (i.e., never by hand)?			
37. Is plastic ware substituted for glassware whenever possible?			
38. Are equipment and work surfaces routinely decontaminated with an appropriate disinfectant after work with an infectious agent, and after any spills, splashes, or other overt contamination? Please list disinfectant used: _____.			
39. Are animals and plants not associated with the work being performed prohibited in the animal rooms?			

Section 1: Standard Microbiological Practices (continued)	Yes	No	N/A
40. Is an effective integrated pest management program in place and managed appropriately?			
41. Are all wastes from the animal room (including animal tissues, carcasses, and bedding) transported from the animal room in leak-proof, covered containers?			
42. Is waste from the animal room disposed of in compliance with applicable institutional, local and state requirements?			
43. Are all potentially infectious materials decontaminated using an effective method before disposal? Please list decontamination method: _____.			

Section 2: Safety Equipment (Primary Barriers & Personal Protective Equipment)	Yes	No	N/A
44. Has a risk assessment been performed to determine the appropriate type of personal protective equipment to be utilized?			
45. Are special containment devices or equipment required (per the risk assessment)?			
46. Are protective laboratory coats, gowns, or uniforms required to be worn to prevent contamination of personal clothing?			
47. Is protective outer clothing prohibited from being worn outside areas where infectious materials and/or animals are housed or manipulated?			
48. Are lab coats, gowns, or uniforms prohibited from being worn outside the facility?			
49. Is protective eyewear worn when conducting procedures that have the potential to create splashes of microorganisms or other hazardous materials?			
50. Do personnel who wear contact lenses also wear eye protection when entering areas with potentially high concentrations of infectious materials or airborne particulates?			
51. Have personnel with contact with NHPs been informed of the risk of mucous membrane exposure and wear protective equipment (e.g., masks, goggles, face shields) as appropriate for the task to be performed?			
52. Are gloves worn to prevent skin contact with contaminated, infectious and hazardous materials, and when handling animals?			
53. Has a risk assessment been performed to identify the appropriate glove for the task and alternatives to latex gloves?			
54. Are gloves changed when contaminated, when glove integrity is compromised, or when otherwise necessary?			
55. Are gloves prohibited from being worn outside the animal rooms?			
56. Are gloves and personal protective equipment removed in a manner that minimizes spread of infectious materials?			
57. Are disposable gloves prohibited from being washed or reused?			
58. Are used gloves disposed with other contaminated waste?			
59. Do personnel wash their hands after removing gloves and before leaving the areas where infectious materials and/or animals are housed or manipulated?			
60. Are eye, face, and respiratory protection used in rooms containing infected animals (as dictated by a risk assessment)?			

Section 3: Laboratory Facilities (Secondary Barriers)	Yes	No	N/A
61. Is the animal facility separated from public areas within the building?			
62. Are external facility doors self-closing and self-locking?			
63. Do doors to areas where infectious materials and/or animals are housed open inward?			
64. Are the doors self-closing and kept closed (i.e., never propped open) when infectious materials or animals are present?			
65. Do doors to cubicles inside an animal room open outward or slide (horizontally or vertically)?			
66. Does the animal facility have a sink for hand washing?			
67. Are sink traps filled with water and/or appropriate liquid to prevent the migration of vermin and gases?			
68. Is the animal facility designed, constructed, and maintained to facilitate cleaning and housekeeping?			
69. Are the interior surfaces (i.e., walls, floors, and ceilings) water resistant?			
70. Are the floors slip resistant, impervious to liquids, and resistant to chemicals?			
71. Have all penetrations in floors, walls, and ceiling surfaces (including openings around ducts, doors and doorframes) been sealed to facilitate pest control and proper cleaning?			
72. Are cabinets and bench tops impervious to water and resistant to heat, organic solvents, acids, alkalis, and other chemicals?			
73. Are spaces between benches, cabinets, and equipment accessible for cleaning?			
74. Are chairs used in animal areas covered with a non-porous material that can be easily cleaned and decontaminated?			
75. Is the furniture capable of supporting anticipated loads and uses?			
76. Is the furniture designed to not have sharp edges and corners?			
77. If external windows are present, are they resistant to breakage?			
78. Whenever possible, are windows sealed?			
79. If the animal facility has windows that open, are they are fitted with fly screens?			
80. Have security personnel assessed the windows in the facility for security concerns?			
81. Is the ventilation provided in accordance with the <i>Guide for Care and Use of Laboratory Animals</i> ?			
82. Is exhaust air prevented from being recirculated?			
83. Do animal rooms have inward directional airflow?			
84. Does the ventilation system consider the heat and high moisture load produced during the cleaning of animal rooms and the cage wash process?			
85. Are internal facility appurtenances, such as light fixtures, air ducts, and utility pipes, arranged to minimize horizontal surface areas to facilitate cleaning and minimize the accumulation of debris or fomites?			
86. If present, are floor drain traps filled with water and/or appropriate disinfectant to prevent the migration of vermin and gases?			
87. Are cages washed by a mechanical cage washer?			
88. If yes to (87), does the mechanical cage washer have a final rinse temperature of at least 180°F?			
89. If manual cage washing is utilized, are appropriate disinfectants selected?			
90. Is the illumination adequate for all activities, avoiding reflections and glare that could impede vision?			
91. Is an emergency eyewash and shower readily available?			

Please keep a completed copy of this checklist in the lab-specific safety plan for the ABSL-1 facility.

Equipment Inventory

Is there an autoclave present? (Y/N)					
If yes, please include the following information for each:					
	Model Number	Serial Number	Location	Last Certification Date	Certification Due Date
Autoclave					
Autoclave					
Autoclave					

Is there a biological safety cabinet (BSC) present? (Y/N)					
If yes, please include the following information for each:					
	Model Number	Serial Number	Location	Last Certification Date	Certification Due Date
BSC					
BSC					
BSC					

Is there a centrifuge present? (Y/N)					
If yes, please include the following information for each:					
	Model Number	Serial Number	Location	Last Certification Date	Certification Due Date
Centrifuge					
Centrifuge					
Centrifuge					

Is there a flow cytometer present? (Y/N)					
If yes, please include the following information for each:					
	Model Number	Serial Number	Location	Last Certification Date	Certification Due Date
Flow Cytometer					
Flow Cytometer					
Flow Cytometer					

Comments: