BSL3 Information Sheet

PLEASE FILL-IN THE BLANKS BELOW, HAVE RECORDS ON HAND AND BE READY TO DISCUSS THE ITEMS LISTED BELOW.

A) Laboratory Management
   1) Organization chart or management structure (if available)
      PROVIDE THE NAME OF THE PERSON(S) WITH THE FOLLOWING RESPONSIBILITIES (AS APPLICABLE)
   2) BSL3 Manager: _________________________________________
   3) Access Control: _________________________________________
   4) Laboratory cleaning/disinfection: _____________________________
   5) Certification of workers: _________________________________
   6) Autoclave & waste disposal: _________________________________
   7) Safety Coordinator: _____________________________________
   8) Maintenance of facility & equipment: _________________________

B) Access Control.
   1) Conditions for general access
   2) Specific conditions for access by:
      i) Laboratory academic and staff personnel
      ii) Visitors
      iii) Maintenance

C) People
   1) List all those who work in or enter the BSL3 facility
   2) BSL3 worker certification – Describe the method or process for authorizing each person to work in the BSL3 area.
   3) Records of BSL3 worker certification/authorization.
   4) BSL3 worker duties and qualifications.

D) Training
   1) The BSL3 worker-training plan and schedule of training
   2) Training records for each BSL3 worker.
E) Exposure Control Plan (or Biosafety Manual) specific to your laboratory
   (Please make a copy available for EH&S files.)
   1) The Exposure Control Plan/Biosafety manual must be updated annually. Be sure the
       locations are current as well as the description of the BSL3 work with infections
       agents, recombinant DNA, and human tissue/cell/fluid.

   2) The Exposure Control Plan/Biosafety Manual list the current BSL3 facilities &
       equipment – List all locations where BSL-3 agents or materials may be used or stored.
       Provide a list of the manufacturer, model, UC I.D. number, and location for each
       biosafety cabinet, incubator, centrifuge, refrigerator, freezer, Dewar, and autoclave.

   3) Equipment maintenance, calibration, and certification records.

F) Facilities.
   1) Design and operational conditions are documented (EH&S can help with this.)
      i) Air balance report
      ii) Air-tight conditions
      iii) Water-tight & coved flooring

   2) Lab is inspected for maintenance of design/operational specs (records are kept).

   3) Maintenance and other issues affecting operation are reported to the Biosafety Officer. 
       Maintain records or the problem and its resolution.

   4) Personal protective equipment (PPE) [THIS SHOULD BE PART OF THE EXPOSURE
       CONTROL PLAN/BIOSAFETY MANUAL].

   5) Describe the PPE that is required for specific conditions or tasks.

   6) As necessary describe the procedures for use and removal of PPE

   7) Choice of the PPE is documented.

G) Occupational Health Monitoring (policy and records of implementation)
   1) Blood / Serum storage

   2) Vaccinations (as necessary)

   3) High-risk (immune-suppressed, pregnant, etc.) individuals

   4) Health screening

H) Biohazardous Materials Use Authorization (BUA)
   1) Current BUA

   2) Symptomatology Page
3) Conditions of approval

4) Future Projects or changes in research emphasis

5) Clinical laboratory analysis (How are samples received?)

I) Hazardous Materials
   1) List all hazardous chemicals, radioisotopes and other hazards; their intended use; and storage locations.
   2) Waste Disposal (describe procedures and records)
   3) Mixed Waste (isotope/biohazard or chem/biohazard) (describe procedures & records)

J) Cleaning, Disinfection and Maintenance.
   1) Documentation of effectiveness for each disinfectant used.
   2) The workstation and general laboratory cleaning/disinfection processes and schedule are detailed in terms of daily use and regularly scheduled (weekly/monthly) deep cleaning and maintenance.
   3) General (autoclave, sinks, etc.) schedule and procedures

K) Are biohazardous materials transported or shipped from the BSL3?
   1) Describe disinfection method – written procedures
   2) Describe packaging & shipping. (New federal and university requirements)

L) Is recombinant DNA or infectious agent studies conducted on Human Subjects?
   1) Are current Human Subjects Committee approval(s) on file?
   2) Is your Institutional Biosafety Committee approval for this work complete and current?

M) Does the research involve animals and biohazards?
   1) Animal Subjects Committee approval(s) are on file and current (within one year).
   2) Research involving wild animals is detailed with an SOP.