Environmental Health & Safety
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McGill University Biosafety Inspection Form

	Category	Result	Comments
1.0	**General Requirements**		
1.1	Lab is separated from public areas by a lockable or access controlled door (closed at all times)		
1.2	Appropriate up-to-date signage on laboratory doors (biohazard signs, contain. level, contact information)		
1.3	Access to lab limited to authorized personnel		
1.4	Windows are protected by fly screens (if applicable)		
1.5	Hooks near the exit to hang laboratory coats		
1.6	Street and lab clothing are physically separated		
1.7	Laboratory kept clean and tidy, free of tripping hazards		
1.8	Working surfaces in good condition		
1.9	Chairs & stools with impermeable covers		
1.10	Paperwork and report writing areas kept separately from biohazardous materials work areas		
1.11	No eating, drinking, smoking, storing of food/drinks/utensils or personal belongings		
1.12	Hand washing sink has soap and paper towels		
1.13	Negative Pressure (Inward airflow)		
1.14	Emergency eyewash available inside, or in proximity of the laboratory, tested regularly and tagged		
1.15	Emergency shower available inside, or in proximity of the laboratory, tested regularly and tagged		
1.16	Leak-proof containers used for the transport of infectious materials within facilities		
1.17	All systems used for biohazardous storage (freezers, refrigerators, liquid nitrogen storage.) are appropriately labeled with biohazard stickers/signs		*For risk group 2 or higher biohazardous materials*
1.18	Spills, accidents or exposure to infectious materials and losses of containment are reported, recorded and investigated		
1.19	Biohazardous inventory available		
1.20	Personnel received Biosafety training		

2.0	**Personal Protective Equipment**		
2.1	Lab coats		
2.2	Gloves worn when handling biohazards		
2.3	Proper eye protection worn when handling biohazards		
2.4	Long hair restrained		
2.5	Closed footwear worn in all laboratory areas		
3.0	**Biological Safety Cabinets (BSCs)**		
3.1	BSCs certified annually		
3.2	Work surface and shield clean		
3.3	Proper procedures followed when working in BSCs		
3.4	Open flames are not used in BSCs		
3.5	No permanent storage of materials in BSC		
3.6	Personnel received BSC training		
4.0	**Biohazardous Waste**		
4.1	Biohazardous waste is placed in properly labeled containers, liquid waste placed in leak-proof unbreakable containers		
4.2	Biohazardous sharps are placed in plastic puncture proof container and properly labeled		
4.3	Disinfectants against agents in use are available		
4.4	Autoclave operating procedure posted		
4.5	Monitoring of autoclaves with biological indicators done regularly and records kept on file		
4.6	Records of autoclave cycle logs (time, pressure and temp.) kept on file		
	Results		