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## Inspection Checklist - Animal Pathogen Containment Level 2 Facilities

|   |  |
|---|--|
| Company/Organization:                                   |  |
| Applicant's name:                                       | Biological Safety Officer's name:      |
| Address:  | Address (If different from precedent): |
| Phone:  | Phone:                                 |
| Fax:  | Fax:                                   |
| Email:  | Email:                                 |
| Building(s) / Room(s) # where material will be handled: |  |

### SECTION I: LABORATORY

| Item                        | Reference to Standards* | Questions   | Answers  | Comments |
|-----------------------------|-------------------------|---|--|----------|
| <b>1- Biological Safety</b> |                         |   |  |          |
| Biological Safety Officer   |                         | Is there a Biological Safety Officer or individual responsible for biological safety? (this individual should be present during the inspection)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
|                             |                         | Is there a copy of the <i>Containment Standards for Veterinary Facilities*</i> , which apply to all laboratories importing and working with pathogens infectious to animals, available to containment zone** staff? (a copy must be available and staff must have read this document) | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |

\* An electronic copy of the *Containment Standards for Veterinary Facilities* is available online at: <http://www.inspection.gc.ca/english/sci/lab/convet/convete.shtml>. The page numbers referenced in this checklist correspond to the page numbers found in the hard copy titled *Containment Standards for Veterinary Facilities*, 1st Edition, July 1996. Agriculture & Agri-Food Canada Publication No. 1921/E.

\*\* In this section, the expression «Containment zone» is used merely to simplify the text; it refers to laboratory room(s) and/or animal facility(ies) where the animal pathogen will be used.

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| <i>Item</i>                     | <i>Reference to Standards</i>               | <i>Questions</i>  | <i>Answers</i>   | <i>Comments</i> |
|---------------------------------|---|---|--|-----------------|
| Safety Manual                   | Section 6.1<br>(p. 45)                      | Is there a laboratory procedural or safety manual?  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |                 |
| Emergency Procedures            | Section 6.1<br>(p. 46)                      | Are there written emergency procedures for spill clean-up, BSC failure, power failure, animal escape, fire, and other emergencies?<br><i>(review a copy of these procedures)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| <b>2- Training</b>              |   |   |  |                 |
| Training                        | Section 6.1<br>(p. 45)                      | Have containment zone staff read and understood the safety manual?<br><i>(ask a staff member if they read the manual)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                 | Section 6.1<br>(p. 45)                      | Do all persons in the containment zone know and follow the operational protocols for the projects in process?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                 |   | Does employee training include the review of Safety Data Sheets*** for the pathogens handled in the laboratory?<br><i>(verify if they are available and used during training. If not publicly available, the applicant or trainer must prepare their own)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                 | Section 6.1<br>(p. 45)                      | Is there written documentation of the training provided?<br><i>(review this documentation, it must describe the training provided and has to be signed by the both the employee and the supervisor)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                 |   | Are the employees (e.g. researchers and/or technicians) working in the containment zone responsible for housekeeping?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                 | Section 6.1<br>(p. 45)                      | Are non-laboratory staff (e.g. janitors, maintenance workers, contractors, visitors) entering the containment zone trained in the hazards associated with the imported material?<br><i>(review the training given / visitor's policy)</i>                     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| <b>3- Physical Requirements</b> |   |   |  |                 |
| Access                          | Sections 3.1, 3.2 and 3.3<br>(p. 6, 17, 26) | Is access to the containment zone restricted to persons on official business?<br><i>(determine how - locks and/or signs)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| Signs                           | Sections 3.1, 3.2 and 3.3<br>(p. 6, 17, 26) | Are biohazard signs posted on the containment zone door(s) warning of the agents in use; and entry requirements, if applicable?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                 | Sections 3.1, 3.2 and 3.3<br>(p. 6, 17, 26) | Do the signs list the name and phone number of the person to contact in case of emergency?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| Offices                         | Sections 3.1, 3.2 and 3.3<br>(p. 7, 16, 26) | Are office areas located outside of working areas?<br><i>(paperwork stations are permitted within these areas)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |

\*\*\* Several Safety Data Sheets can be found on the CFIA and PHAC websites, respectively at <http://www.inspection.gc.ca/english/sci/bio/anima/disemala/disemalae.shtml> and <http://www.phac-aspc.gc.ca/msds-ftss/index-eng.php>.

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| <b>Item</b>                      | <b>Reference to Standards</b>                         | <b>Questions</b>   | <b>Answers</b>   | <b>Comments</b> |
|----------------------------------|---|--|--|-----------------|
| Offices                          | Sections 3.1, 3.2, 3.3 and 6.2 (p. 7, 16, 26, and 47) | Are the paperwork stations (and reference material area) in the containment zone located away from hazardous materials?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| Surface Finishes                 | Section 3.1 (p. 8)                                    | Are the floors slip-resistant?   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |                 |
|                                  | Section 3.5 (p. 37)                                   | Are surfaces in the rooms scratch, stain, moisture, chemical, and heat resistant; in accordance with function?<br><i>(they should be in good condition, cleanable and resistant to disinfection)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| General Condition                | Section 6.2 (p. 47)                                   | Are the rooms kept neat, orderly and clean?  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |                 |
| Perimeter                        | Sections 3.1, 3.2 and 3.3 (p. 8, 19, 30)              | Are doors and windows to the containment zone kept closed?<br><i>(check to make sure that they are all closed, doorstops should not be present)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| Air Handling System              | Sections 3.1, 3.2 and 3.3 (p. 10, 20, 31)             | Does the containment zone have inward directional airflow?<br><i>(check at doorway using a smoke pencil or tissue)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                  | Sections 3.1 and 5.2 (p. 10, 43)                      | Does the HVAC system (heating, ventilation, air conditioning) interfere with the airflow of biological safety cabinets?<br><i>(check to make sure cabinets are not located directly under a supply diffuser)</i>                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
| Biological Safety Cabinets (BSC) | Sections 5.0 and 6.2 (p. 41, 48)                      | Are BSCs used for aerosol generating procedures and with high concentration or large volumes of infectious materials?<br><i>(work with level 2 agents on the bench is permitted - supervisor must assess which procedures to be done in BSC)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                  | Section 5.0 (p. 41)                                   | Are employees using BSCs trained in their correct use and care and have a good understanding of their operation?<br><i>(verify training records and ask a staff member to describe the procedure)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                  | Section 5.2 (p. 44)                                   | Are BSCs certified in accordance with NSF/ANSI 49 Class II (LaminarFlow) Biohazard Cabinetry at least annually?<br><i>(check for certification sticker - some BSCs need to be certified according to manufacturer specifications)</i>            | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                  | Section 5.2 (p. 44)                                   | Does the certification sticker indicate the date of next certification, to what standards the tests were performed and the name of the certifier?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |
|                                  | Section 5.2 (p. 44)                                   | Is a copy of the certification report readily available?<br><i>(ask to see a copy of the report)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |                 |

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| Item                      | Reference to Standards                                   | Questions   | Answers  | Comments                                       |
|---------------------------|--|---|--|--|
| Laboratory Services       | Section 3.1<br>(p. 12)                                   | Are emergency eyewash facilities and emergency shower equipment provided in the containment zone?<br><i>(in accordance with activities performed and applicable regulations i.e. ANSI Z358.1 Standard)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                           | Sections 3.1, 3.2 and 3.3<br>(p. 14, 24, 34)             | Are life-safety systems, lighting, and essential equipment supported by normal emergency power?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                           | Sections 3.1, 3.2 and 3.3<br>(p. 22, 33, 38)             | Are hand washing sinks provided in the containment zone?<br><i>(check to see if the sinks are of hands-free operation)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Pest Program              | Sections 3.1, 3.2, 3.3 and 6.1<br>(p. 9, 20, 30, and 46) | Is the facility proofed against vermin and insects?<br><i>(do they have an exterminator contract; check for dead flies and mouse droppings)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| <b>4- Decontamination</b> |  |   |  |  |
| Decontamination           | Section 6.2<br>(p. 48)                                   | Are all contaminated materials decontaminated before disposal, reuse or removal from the containment zone?<br><i>(includes solid &amp; liquid wastes, contaminated clothing, gloves, equipments, etc.)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                           | Sections 3.1, 3.2 and 3.3<br>(p. 9, 19, 30)              | Is there an appropriate method for decontamination provided in the facility (e.g. incinerator, autoclave)?<br><i>(determine how contaminated items are treated - can be processed in a central decontamination area outside of facility if properly contained and transported.)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A | <u>Please specify</u> which method is used     |
|                           |  | If the facility does not have access to an autoclave or other effective means of decontamination, are biohazardous wastes picked up for disposal by a specialized company?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A | <u>Please name</u> the company (if applicable) |
|                           | Section 6.5<br>(p. 60)                                   | Are written procedures available for the decontamination methods used?<br><i>(ask to review a copy of these documents)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Autoclaves                | Section 3.1<br>(p. 9)                                    | Is the autoclave located in the laboratory zone?<br><i>(can be located in a central decontamination area for the facility)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                           | Section 3.1<br>(p. 9)                                    | Is the autoclave equipped with a cycle log recorder?<br><i>(examine one of the print outs of a run and check for sterilization, i.e. 121°C)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                           | Sections 6.2 and 6.5<br>(p. 48, 61)                      | Are the autoclave cycle log recordings kept on file?<br><i>(review these files)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                           | Sections 6.2 and 6.5<br>(p. 48, 61)                      | Is the efficacy of the autoclave monitored using biological indicators?<br><i>(ask to see their indicators and how they conduct this testing)</i>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |

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| <i>Item</i>                     | <i>Reference to Standards</i>       | <i>Questions</i>  | <i>Answers</i>   | <i>Comments</i>  |
|---------------------------------|-------------------------------------|---|--|--|
| Autoclaves                      | Sections 6.2 and 6.5<br>(p. 48, 61) | Are records of the efficacy testing kept on file?<br>(review these files)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Work surfaces                   | Section 6.2<br>(p. 48)              | Are contaminated work surfaces decontaminated at the end of the day?<br>(ask to review the procedure; see if contact time is respected)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                                 | Section 6.5<br>(p. 61)              | Are the disinfectants used for decontamination effective against the imported agent?<br>(check to see which disinfectants are available)  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A | Please specify which disinfectants and concentrations are being used |
| <b>5- Operational Practices</b> |                                     |   |  |  |
| Uniforms                        | Section 6.2<br>(p. 47)              | Are uniforms (lab coats, gowns, coveralls) worn when working in the containment zone?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                                 | Section 6.2<br>(p. 47)              | Are the uniforms worn only in the containment zone?<br>(check to see if anyone is wearing lab coats in offices, cafeteria, library, etc.)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Gloves                          | Section 6.2<br>(p. 47)              | Are gloves worn when directly contacting the imported infectious materials (or infected animals)?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
|                                 | Section 6.2<br>(p. 48)              | Are gloves decontaminated before disposal?<br>(check to ensure gloves are not present in the regular garbage)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Handwashing                     | Section 6.2<br>(p. 47)              | Are hands washed frequently: after handling infectious materials, after removing gloves, and before leaving the containment zone?<br>(if you've touched anything in the lab, does staff make you wash your hands when you leave the area) | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Footwear                        | Section 6.2<br>(p. 47)              | Is appropriate footwear worn in the containment zone?<br>(employees must wear low-heel, closed heel and toe shoes, and preferably made of non-absorbent material)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Hair                            | Section 6.2<br>(p. 47)              | Is long hair tied back so that it cannot come into contact with hands, specimens or equipment?<br>(check employee's hair)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Eating and others               | Section 6.2<br>(p. 47)              | Is eating, chewing gum, smoking, storing food and applying cosmetics allowed?<br>(check the fridge for food)  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| Storage                         | Section 6.2<br>(p. 48)              | Are infectious agents stored inside the containment zone?<br>(agents stored outside the zone should be kept locked, in leakproof containers)  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |

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| Item              | Reference to Standards | Questions  | Answers  | Comments |
|-------------------|------------------------|--|--|----------|
| <b>6- Records</b> |                        |  |  |          |
| Records           |                        | Are there records kept of the imported pathogen?<br><i>(review these records)</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
|                   |                        | Do the records indicate where the pathogen was used/stored and the date of disposal?<br><i>(trace an imported pathogen through the record system from receipt to disposal)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |

### SECTION II: IN VIVO WORK

Do you intend to use an animal pathogen for work with animals:

- Yes**, please complete the following additional questions.
- No**, please go directly to Section III, page 7.

| Item   | Reference to Standards                         | Questions  | Answers  | Comments                                      |
|--|--|--|--|---|
| <b>7- Animal Facilities - Physical Requirements</b>  |  |  |  |   |
| Please list the room number(s) which apply to this section (where animals are held and handled): |  |  |  |   |
| Animal rooms   |  | What animals are housed in this animal facility?   | <input type="checkbox"/> Small animals<br><input type="checkbox"/> Large animals<br><input type="checkbox"/> Aquatic animals | Please list the different animal species used |
| Access   | Sections 3.2 and 3.3<br><i>(p. 17, 26)</i>     | Is the entry and exit area for personnel provided via ventilated airlock?<br><i>(ventilation provided through leaky doors and/or HVAC systems)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A                                     |   |
|  | Sections 3.2 and 3.3<br><i>(p. 18, 27)</i>     | Is the entry and exit area for personnel provided with a clothing change area?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A                                     |   |
|  | Section 3.2<br><i>(p. 18)</i>                  | Is the entry area for animals provided via ventilated airlock?<br><i>(ventilation provided through leaky doors and/or HVAC systems)</i>            | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A                                     |   |
| Office   | Sections 3.2 and 3.3<br><i>(p. 16, 25, 26)</i> | Are office areas located outside of animal facility working areas?<br><i>(paperwork stations must be located outside of the animal rooms)</i>      | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A                                     |   |
| Storage  | Sections 3.2 and 3.3<br><i>(p. 16, 26)</i>     | Are adequate feed and bedding storage areas provided within the containment zone?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A                                     |   |
| Surface Finishes   | Sections 3.2 and 3.3<br><i>(p. 19, 29)</i>     | Are the floors slip-resistant, cleanable, and comprise a slope towards floor drains?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A                                     |   |

## Inspection Checklist - Animal Pathogen Containment Level 2 Facilities

| Item  | Reference to Standards                          | Questions  | Answers  | Comments |
|---|---|--|--|----------|
| Surface Finishes                                    | Sections 3.2 and 3.3<br>(p. 18, 19, 29, and 30) | Are the interior surfaces (coatings) continuous, impact resistant and minimize the movement of gases and liquids through the perimeter membrane, in accordance with function?    | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
|   | Sections 3.2 and 3.3<br>(p. 19, 30)             | Are doors and frames of animal rooms of non-absorptive material, have solid finishes, or sealed?<br>(wood is not acceptable)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
| Small animals - General                             | Section 3.2<br>(p. 16)                          | Is a clean and dirty cage washing area provided in the containment zone?<br>(if not, determine how cages are cleaned)  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
| Small Animals - Primary Containment Devices         | Section 6.3<br>(p. 53)                          | Are containment caging systems used?<br>(this is optional at level 2 but some facilities may use them)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
| Experimental Areas / Post Mortem Room               | Sections 3.2 and 3.3<br>(p. 16, 26)             | Are experimental areas (i.e. for necropsy, surgical procedures) provided and separated from animal rooms?<br>(for large animal facility, a Post Mortem room should be available) | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
| Laboratory Services                                 | Sections 3.2 and 3.3<br>(p. 22, 33)             | Are hands-free hand washing sinks provided in the animal facility?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
| <b>8- Animal Facilities - Operational Practices</b> |   |  |  |          |
| Uniforms  | Section 6.3<br>(p. 52)                          | Are coveralls and dedicated footwear worn when working in the animal facility?<br>(or other equivalent clothing)   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
|   | Section 6.3<br>(p. 53)                          | Are appropriate methods for protective clothing in place for work in each animal room?<br>(i.e. do they use disinfectant footbaths or change clothing between animal rooms?)     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |
|   | Section 6.3<br>(p. 52)                          | Are respirators worn when handling potentially zoonotic agents than cannot be contained in primary containment devices?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> N/A |          |

### SECTION III: ANIMAL PATHOGENS USED

Please check the type(s) of products handled in your laboratory:

- |                                     |                                  |   |  |
|-------------------------------------|----------------------------------|---|--|
| <input type="checkbox"/> bacteria   | <input type="checkbox"/> viruses | <input type="checkbox"/> fungi                    | <input type="checkbox"/> recombinant organisms |
| <input type="checkbox"/> cell lines | <input type="checkbox"/> toxins  | <input type="checkbox"/> infected animal products | <input type="checkbox"/> others                |

Please list the organisms or biological material routinely used: \_\_\_\_\_

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