

Checklist for validation of Biosafety Level 2 Laboratory (P2)

(according to annexe 2 of the “Directive concerning the internal procedure for projects subject to notification/ according authorisation to the ContainO, RO and OPTM Ordinances” – Polylex 1.5.3)

DESCRIPTION OF ACTIVITY	
Title	
Person responsible	
Building and room/laboratory/premises number	
Type of premises	
BSO in charge of premises	
Project notified to Federal Coordination Centre for Biotechnology	<input type="checkbox"/> yes Notification number: <input type="text"/> <input type="checkbox"/> no See EPFL Biosafety decision

INFRASTRUCTURES			
1	Access control via CAMIPRO	<input type="checkbox"/> yes <input type="checkbox"/> no Requisition N°: <input type="text"/> Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
2	Signs: “Biohazard” symbol	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
3	“No entry for unauthorised persons” symbol	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
4	List of authorised persons displayed on door	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision

5	Door chart	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
6	Air pressure on premises <i>NB: Not authorised to be in positive pressure in relation to adjoining corridor.</i>	<input type="checkbox"/> Positive pressure <input type="checkbox"/> Atmospheric pressure <input type="checkbox"/> Negative pressure	<input type="checkbox"/> in order <input type="checkbox"/> see decision
7	Sealed windows <i>NB: ContainO and ATCC regulation. If windows cannot be sealed, they must be closed while work is being carried out in P2 zone</i>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
8	Autoclave in the building with maintenance procedure	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
9	Floor that can be easily cleaned with a disinfectant <i>See possible alternatives (Anios or Biosanitizer).</i>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
10	Bench resistant to chemicals: Water, acids, bases, solvents, disinfectants, decontaminants	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks :	<input type="checkbox"/> in order <input type="checkbox"/> see decision
11	Clean work areas for deposit of items or materials before exiting P2.	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks :	<input type="checkbox"/> in order <input type="checkbox"/> see decision

EQUIPMENT & SAFETY EQUIPMENT			
12	Man down system (DATI)	<input type="checkbox"/> yes <input type="checkbox"/> no Requisition N° : <input style="width: 100px; height: 15px;" type="text"/> Remarks :	<input type="checkbox"/> in order <input type="checkbox"/> see decision
13	Microbiological safety cabinet (BSC Class II for human pathogen manipulation)	<input type="checkbox"/> BSC Class I <input type="checkbox"/> BSC Class II <input type="checkbox"/> BSC Class III	<input type="checkbox"/> in order <input type="checkbox"/> see decision

	with maintenance procedure	<input type="checkbox"/> None Check completed on:	
14	Vacuum pump and autoclave-resistant bottles <i>Treatment:</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> in order <input type="checkbox"/> see decision
15	Rotors and “buckets” with safety lid <i>NB: Reminder – all buckets or rotors for centrifugation must be used with their safety lids. If the tubes were closed during centrifugation and no problems were experienced during the process, it is not necessary to transport the buckets and rotors under a hood to open them.</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> in order <input type="checkbox"/> see decision
16	Pipets and pipet-tips with aerosol protection	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
17	Autoclavable bins and bags <i>NB: Alternatively, it is possible to use medical sachets for waste products. When the trials are finished, the sachets must be sealed and discarded in the main bin.</i>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
18	Telephone	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
19	Emergency eyewash unit	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
20	Fire extinguisher	<input type="checkbox"/> yes <input type="checkbox"/> no <i>NB: Fire extinguisher is available in the corridor outside the laboratory.</i>	<input type="checkbox"/> in order <input type="checkbox"/> see decision
21	Decontamination and cleaning equipment <i>Which?</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>WARNING: Biocidal is not effective against non-enveloped viruses.</i>	<input type="checkbox"/> in order <input type="checkbox"/> see decision
22	Tracking system for cleaning (logbook or other) <i>Which?</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> in order <input type="checkbox"/> see decision

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PERSONAL PROTECTION			
23	Cotton lab coat or surgical gown with long sleeves and tight cuffs and procedure to clean and autoclave them	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
24	Respiratory protection <i>NB: For activities during which use of a BSC is not possible, it may be requested that a mask is worn, e.g. stereotaxic injections.</i>	<input type="checkbox"/> yes <input type="checkbox"/> no Reason:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
25	Safety goggles or face mask	<input type="checkbox"/> yes <input type="checkbox"/> no Reason:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
26	Gloves (EN 374/2 and EN 374/3) <i>NB: if possible, begin using nitrile gloves and stop using latex gloves.</i>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
27	Hand disinfectant <i>Which?</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> in order <input type="checkbox"/> see decision

Work organisation			
28	Training courses	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially Training instructor:	<input type="checkbox"/> in order <input type="checkbox"/> see decision
29	Written work instructions provided to users either electronically or on paper, or displayed in the laboratory. <i>Which format?</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially	<input type="checkbox"/> in order <input type="checkbox"/> see decision
30	Organism inventory <i>Which format?</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially	<input type="checkbox"/> in order <input type="checkbox"/> see decision
31	Management of the storage of organisms <i>Which format?</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> in order

		<input type="checkbox"/> partially	<input type="checkbox"/> see decision
32	Other visitors <i>NB: visitors are followed by the Biosafety Officer or staff members</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially	<input type="checkbox"/> in order <input type="checkbox"/> see decision

EPFL BIOSAFETY DECISION																												
Laboratory fulfils requirements	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially																											
Authorisation for omission of safety measures must be requested	<input type="checkbox"/> yes Substitute measure: <input style="width: 100px; height: 15px;" type="text"/> <input type="checkbox"/> no																											
Activity authorised by EPFL Biosafety	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> conditional Justification for conditional or non- authorised activity:																											
Work or tasks to be carried out <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f2f1;"> <th style="width: 10%;">Point</th> <th style="width: 70%;">Description of work or tasks to be carried out</th> <th style="width: 20%;">In charge</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Point	Description of work or tasks to be carried out	In charge																									
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