**Biocontainment Facility Inspection Form – Internal PC2**

This form must be used when undertaking inspections of internally certified biocontainment facilities. When inspecting facilities certified by external regulatory bodies (e.g. OGTR), the relevant inspection form available on their website must be used. Refer to [Biosafety - Certification of Biocontainment Facilities Procedure](https://policy.vu.edu.au/document/view.php?id=383), and if further information or assistance is required, please email the [Biosafety Team](mailto:ibc@vu.edu.au).

**1. Facility and Personnel Information**

|  |  |
| --- | --- |
| Item | Details |
| Institute/College |  |
| Campus |  |
| Room number |  |
| Facility type | Laboratory  Animal Facility  Other (please specify) |
| Date of inspection |  |
| Date of previous inspection |  |
| Personnel present & job title/role |  |

**2. Access Control and Security**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Yes | No | N/A | Comments/Actions |
| Is access to the lab limited to authorised personnel only (key cards, FOB)? |  |  |  |  |
| Are access logs maintained and reviewed regularly? |  |  |  |  |
| Are unauthorised personnel prevented from accessing the lab? |  |  |  |  |
| Are lab doors closed when work is in progress? |  |  |  |  |
| Is signage indicating restricted access and biohazard symbols clearly visible and securely attached? |  |  |  |  |

**3. Signage and Labelling**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are all areas appropriately labelled (e.g., restricted, authorized personnel only)? | |  | |  | |  | |  | |
| Is hazard signage (biohazard, chemical, radiation) clearly visible and secure? | |  | |  | |  | |  | |
| Are PPE requirements posted at entry points? | |  | |  | |  | |  | |
| Are Dangerous Goods Class Diamonds correctly displayed where required? | |  | |  | |  | |  | |
| Is emergency contact information posted and up to date? | |  | |  | |  | |  | |

**4. Personal Protective Equipment (PPE)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Is appropriate PPE (gowns, gloves, masks, safety glasses) available and worn? | |  | |  | |  | |  | |
| Are PC2 gowns back closing and long-sleeved? | |  | |  | |  | |  | |
| Is respiratory protection available for aerosol-generating procedures? | |  | |  | |  | |  | |
| Are PPE items correctly stored to avoid contamination? | |  | |  | |  | |  | |
| Is there a process for laundering or disposing of reusable PPE? | |  | |  | |  | |  | |

**5. Cleanliness, Housekeeping, and Hygiene**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Is the lab clean, organized, and free from unnecessary clutter? | |  | |  | |  | |  | |
| Are work surfaces decontaminated regularly (e.g., daily for PC2)? | |  | |  | |  | |  | |
| Are sinks and glassware kept clean, with no dirty glassware left in sinks? | |  | |  | |  | |  | |
| Are handwashing stations functional, with soap and drying facilities available? | |  | |  | |  | |  | |
| Are waste bins emptied regularly and not overflowing? | |  | |  | |  | |  | |
| Are chemical storage areas clean and free from spills or leaks? | |  | |  | |  | |  | |

**6. Fridges, Freezers, and Cold Rooms**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are fridges and freezers clean, organized, and labelled? | |  | |  | |  | |  | |
| Are temperatures monitored and logged regularly, especially for critical storage (ULT freezers, liquid nitrogen)? | |  | |  | |  | |  | |
| Are alarms functional and regularly tested for cold storage units? | |  | |  | |  | |  | |
| Are inventory lists maintained and up to date for all stored items? | |  | |  | |  | |  | |
| Are expired or unnecessary materials promptly disposed of? | |  | |  | |  | |  | |
| Are biohazard symbols and contents clearly labelled on storage units? | |  | |  | |  | |  | |
| Is there a backup power supply for critical storage units? | |  | |  | |  | |  | |

**7. Chemical and Hazardous Materials Management**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are all chemicals stored according to compatibility and hazard class? | |  | |  | |  | |  | |
| Are chemical containers properly labelled with contents, concentration, preparation date, and expiry date? | |  | |  | |  | |  | |
| Is there a chemical inventory system in place, and is it regularly updated? | |  | |  | |  | |  | |
| Are Safety Data Sheets (SDS) accessible and up to date? | |  | |  | |  | |  | |
| Are hazardous waste containers labelled and stored correctly? | |  | |  | |  | |  | |
| Is there a protocol for the disposal of hazardous waste? | |  | |  | |  | |  | |

**8. Biological Safety and Waste Disposal**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are biological agents stored in secure, labelled containers? | |  | |  | |  | |  | |
| Are biohazard symbols clearly displayed on all relevant containers? | |  | |  | |  | |  | |
| Is there a process for decontaminating biological waste before disposal? | |  | |  | |  | |  | |
| Are autoclaves available, functional, and regularly tested for efficacy? | |  | |  | |  | |  | |
| Are autoclave logs maintained and up to date? | |  | |  | |  | |  | |
| Are sharps containers available, labelled, and not overfilled? | |  | |  | |  | |  | |
| Is biological waste stored in sealed, leak-proof containers for disposal? | |  | |  | |  | |  | |

**9. Ventilation, Air Quality, and Environmental Controls**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Is the ventilation system adequate, with negative pressure in PC2 labs? | |  | |  | |  | |  | |
| Are HEPA filters installed and maintained where required? | |  | |  | |  | |  | |
| Are air handling units (AHUs) inspected and serviced regularly? | |  | |  | |  | |  | |
| Is air circulation directed away from doors and BSCs? | |  | |  | |  | |  | |
| Is room temperature and humidity monitored and controlled? | |  | |  | |  | |  | |

**10. Biological Safety Cabinets (BSCs) and Fume Hoods**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are BSCs certified annually by a qualified technician? | |  | |  | |  | |  | |
| Are BSCs clean, with proper decontamination protocols followed after each use? | |  | |  | |  | |  | |
| Are aerosol-generating procedures conducted inside the BSC? | |  | |  | |  | |  | |
| Are fume hoods certified, functional, and free from clutter? | |  | |  | |  | |  | |
| Are fume hood sash heights marked and maintained at safe levels during use? | |  | |  | |  | |  | |
| Are all procedures involving volatile chemicals conducted within fume hoods? | |  | |  | |  | |  | |

**11. Spill Management and Emergency Preparedness**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are spill kits available and properly stocked for chemical, biological, and radiation spills? | |  | |  | |  | |  | |
| Are personnel trained in spill response procedures, and is training documented? | |  | |  | |  | |  | |
| Are fire extinguishers present, easily accessible, and inspected regularly? | |  | |  | |  | |  | |
| Are eyewash stations and safety showers functional, unobstructed, and flushed regularly? | |  | |  | |  | |  | |
| Is there a designated assembly point in case of evacuation? | |  | |  | |  | |  | |
| Are fire alarms, emergency lighting, and exit signs tested regularly? | |  | |  | |  | |  | |

**12. First Aid, Incident Response, and Documentation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Is the First Aid kit fully stocked, with contents checked regularly? | |  | |  | |  | |  | |
| Are personnel trained in First Aid, and is certification up to date? | |  | |  | |  | |  | |
| Are incidents and near misses documented, reviewed, and corrective actions taken? | |  | |  | |  | |  | |
| Are safety manuals and emergency procedures accessible to all personnel? | |  | |  | |  | |  | |

**13. Training and Competency Review**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are all staff trained in lab safety protocols and emergency procedures? | |  | |  | |  | |  | |
| Is refresher training provided regularly, and is it documented? | |  | |  | |  | |  | |
| Are competency assessments conducted for all personnel handling hazardous materials? | |  | |  | |  | |  | |
| Are contractors and visitors briefed on lab safety and compliance before entry? | |  | |  | |  | |  | |
| Are training records maintained and up to date for all staff? | |  | |  | |  | |  | |

**14. Equipment Maintenance and Calibration**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Is all critical equipment (e.g., autoclaves, centrifuges, freezers) maintained and calibrated annually? | |  | |  | |  | |  | |
| Are maintenance and calibration records up-to-date and accessible? | |  | |  | |  | |  | |
| Is there a preventive maintenance schedule for all equipment? | |  | |  | |  | |  | |
| Are safety interlocks and emergency shutoffs on equipment tested regularly? | |  | |  | |  | |  | |

**15. Fire Safety and Environmental Sustainability**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are fire extinguishers present, easily accessible, and inspected regularly? | |  | |  | |  | |  | |
| Are fire exits clearly marked, unobstructed, and easily accessible? | |  | |  | |  | |  | |
| Is emergency lighting functional and tested regularly? | |  | |  | |  | |  | |
| Are energy-saving practices implemented (e.g., energy-efficient equipment)? | |  | |  | |  | |  | |
| Are recycling programs in place for paper, plastics, glass, and electronics? | |  | |  | |  | |  | |
| Are sustainable lab practices promoted (e.g., reducing single-use plastics)? | |  | |  | |  | |  | |

**16. Incident and Near Miss Review**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Have all incidents and near misses been reviewed and documented? | |  | |  | |  | |  | |
| Have corrective actions been taken to prevent recurrence of incidents? | |  | |  | |  | |  | |
| Are incident reports accessible to all relevant staff for review and learning? | |  | |  | |  | |  | |

**17. Regulatory Compliance and Permit Review**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Yes | | No | | N/A | | Comments/Actions | |
| Are all required permits and licenses (e.g., poisons, biologicals, radiation) up to date? | |  | |  | |  | |  | |
| Are the conditions of permits and licenses being met, with documentation available for review? | |  | |  | |  | |  | |
| Are compliance records complete, accessible and regularly reviewed? | |  | |  | |  | |  | |
| Is there a process for renewing permits and licenses before expiration? | |  | |  | |  | |  | |

**18. Action Items and Follow-Up**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Description | Responsible Person | Due Date | Completion Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**19. Inspection Sign-Off**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Signature | Date |
|  |  |  |  |