



**Office of Biohazard Containment and Safety**

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**Bureau du confinement des biorisques et sécurité**

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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 <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 <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.

## Inspection Checklist - Animal Pathogen Containment Level 2 Facilities

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

\*\*\* Several MSDS can be found on the CFIA or PHAC website, 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> respectively.

## Inspection Checklist - Animal Pathogen Containment Level 2 Facilities

<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 <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? <i>(they should be in good condition, cleanable and resistant to disinfection)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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? <i>(check to make sure there they are all closed, doorstop shouldn't be present)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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? <i>(check at doorway using a smoke pencil or tissue)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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 airflows of biological safety cabinets? <i>(check to make sure cabinets are not located directly under a supply diffuser)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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? <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 <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? <i>(verify training records and ask a staff member to describe the procedure)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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? <i>(check for certification sticker - some BSCs needs to be certified according to manufacturer specifications)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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 <input type="checkbox"/> N/A	
	Section 5.2 (p. 44)	Is a copy of the certification report readily available? <i>(ask to see a copy of the report)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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>
Laboratory Services	Section 3.1 (p. 12)	Are emergency eyewash facilities and emergency shower equipment provided in the containment zone? <i>(in accordance with activities performed and applicable regulations i.e. ANSI Z358.1 Standard)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Sections 3.1, 3.2 and 3.3 (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 <input type="checkbox"/> N/A	
	Sections 3.1, 3.2 and 3.3 (p. 22, 33, 38)	Are hand washing sinks provided in the containment zone? <i>(check to see if the sinks are of hands-free operation)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Pest Program	Sections 3.1, 3.2, 3.3 and 6.1 (p. 9, 20, 30, and 46)	Is the facility proofed against vermin and insects? <i>(do they have a exterminator contract; check for dead flies and mouse droppings)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>4- Decontamination</b>				
Decontamination	Section 6.2 (p. 48)	Are all contaminated materials decontaminated before disposal, reuse or removal from the containment zone? <i>(includes solid &amp; liquid wastes, contaminated clothing, gloves, equipments, etc.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Sections 3.1, 3.2 and 3.3 (p. 9, 19, 30)	Is there an appropriate method for decontamination provided in the facility (e.g. incinerator, autoclave)? <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 <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 <input type="checkbox"/> N/A	<u>Please name</u> the company (if applicable)
	Section 6.5 (p. 60)	Are written procedures available for the decontamination methods used? <i>(ask to review a copy of these documents)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Autoclaves	Section 3.1 (p. 9)	Is the autoclave located in the laboratory zone? <i>(can be located in a central decontamination area for the facility)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Section 3.1 (p. 9)	Is the autoclave equipped with a cycle log recorder? <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 <input type="checkbox"/> N/A	
	Sections 6.2 and 6.5 (p. 48, 61)	Are the autoclave cycle log recordings kept on file? <i>(review these files)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Sections 6.2 and 6.5 (p. 48, 61)	Is the efficacy of the autoclave monitored using biological indicators? <i>(ask to see their indicators and how they conduct this testing)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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 (p. 48, 61)	Are records of the efficacy testing kept on file? (review these files)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Work surfaces	Section 6.2 (p. 48)	Are contaminated work surfaces decontaminated at the end of the day? (ask to review the procedure; see if contact time is respected)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Section 6.5 (p. 61)	Are the disinfectants used for decontamination effective against the imported agent? (check to see which disinfectants are available)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Please specify which disinfectants are being used
<b>5- Operational Practices</b>				
Uniforms	Section 6.2 (p. 47)	Are uniforms (lab coats, gowns, coveralls) worn when working in the containment zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Section 6.2 (p. 47)	Are the uniforms worn only in the containment zone? (check to see if anyone is wearing lab coats in offices, cafeteria, library, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Gloves	Section 6.2 (p. 47)	Are gloves worn when directly contacting the imported infectious materials (or infected animals)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Section 6.2 (p. 48)	Are gloves decontaminated before disposal? (check to ensure gloves are not present in regular garbage)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Handwashing	Section 6.2 (p. 47)	Are hands washed frequently: after handling infectious materials, after removing gloves, and before leaving the containment zone? (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 <input type="checkbox"/> N/A	
Footwear	Section 6.2 (p. 47)	Is appropriate footwear worn in the containment zone? (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 <input type="checkbox"/> N/A	
Hair	Section 6.2 (p. 47)	Is long hair tied back so that it cannot come into contact with hands, specimens and equipment? (check employee's hair)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Eating and others	Section 6.2 (p. 47)	Is eating, chewing gum, smoking, storing food and applying cosmetics allowed? (check the fridge for food)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Storage	Section 6.2 (p. 48)	Are infectious agents stored inside the containment zone? (agents stored outside the zone should be kept locked, in leakproof containers)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## Inspection Checklist - Animal Pathogen Containment Level 2 Facilities

Item	Reference to Standards	Questions	Answers	Comments
<b>6- Records</b>				
Records		Are there records kept of the imported pathogen? <i>(review these records)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
		Do the records indicate where the pathogen was used/stored and the date of disposal? <i>(trace an imported pathogen through the record system from receipt to disposal)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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):				
Animal rooms		What animals are housed in this animal facility?	<input type="checkbox"/> Small animals <input type="checkbox"/> Large animals <input type="checkbox"/> Aquatic animals	Please list the different animal species used
Access	Sections 3.2 and 3.3 <i>(p. 17, 26)</i>	Is the entry and exit area for personnel provided via ventilated airlock? <i>(ventilation provided through leaky doors and/or HVAC systems)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Sections 3.2 and 3.3 <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 <input type="checkbox"/> N/A	
	Section 3.2 <i>(p. 18)</i>	Is the entry area for animals provided via ventilated airlock? <i>(ventilation provided through leaky doors and/or HVAC systems)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Office	Sections 3.2 and 3.3 <i>(p. 16, 25, 26)</i>	Are office areas located outside of animal facility working areas? <i>(paperwork stations must be located outside of the animal rooms)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Storage	Sections 3.2 and 3.3 <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 <input type="checkbox"/> N/A	
Surface Finishes	Sections 3.2 and 3.3 <i>(p. 19, 29)</i>	Are the floors slip-resistant, cleanable, and comprising a slope towards floor drains?	<input type="checkbox"/> Yes <input type="checkbox"/> No <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 (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 <input type="checkbox"/> N/A	
	Sections 3.2 and 3.3 (p. 19, 30)	Are doors and frames of animal rooms of non-absorptive material, have solid finishes, or sealed? (wood is not acceptable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Small animals - General	Section 3.2 (p. 16)	Is a clean and dirty cage washing area provided in the containment zone? (if not, determine how cages are cleaned)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Small Animals - Primary Containment Devices	Section 6.3 (p. 53)	Are containment caging systems used? (this is optional at level 2 but some facilities may use them)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Experimental Areas / Post Mortem Room	Sections 3.2 and 3.3 (p. 16, 26)	Are experimental areas (i.e. for necropsy, surgical procedures) provided and separated from animal rooms? (for large animal facility, a Post Mortem room should be available)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Laboratory Services	Sections 3.2 and 3.3 (p. 22, 33)	Are hands-free hand washing sinks provided in the animal facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>8- Animal Facilities - Operational Practices</b>				
Uniforms	Section 6.3 (p. 52)	Are coveralls and dedicated footwear worn when working in the animal facility? (or other equivalent clothing)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Section 6.3 (p. 53)	Are appropriate methods for protective clothing in place for work in each animal room? (i.e. do they use disinfectant footbaths or change clothing between animal rooms?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Section 6.3 (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 <input type="checkbox"/> N/A	

### SECTION III: ANIMAL PATHOGENS USED

Please check the product(s) 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Inspection Checklist - Animal Pathogen Containment Level 2 Facilities

## SECTION IV: DECLARATION

- I hereby declare that the information given above is complete, true, and accurate to the best of my knowledge and belief.
- I agree to abide by the requirements outlined in the *Containment Standards for Veterinary Facilities* as well as any additional guidelines or conditions provided to me by the Office of Biohazard Containment and Safety, CFIA.
- I understand that failure to comply with the above may result in sanctions and possible seizure of material regulated under the *Health of Animal Acts* and its Regulations.

Signature of Applicant	Position or Title	Date
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Signature of Biological Safety Officer	Position or Title	Date
----------------------------------------	-------------------	------

<b>Internal Use Only</b>
Comments:
<input type="checkbox"/> Added to the database <input type="checkbox"/> Compliance letter sent    # C- _____
Reviewed by: _____      Date: _____

**ONCE COMPLETED, PLEASE FORWARD (EMAIL, FAX OR MAIL) TO:**

**Animal Pathogen Importation Program**  
**Office of Biohazard Containment & Safety**  
Canadian Food Inspection Agency  
59 Camelot Drive, Ottawa ON K1A 0Y9  
Phone: (613) 221-7068  
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