

## Compliance with BMBL and NIH Guidelines:

- Training. All applicants and staff must have appropriate training that is properly documented to include the name of the person being trained, the trainer, date of training, and brief description of training, how training was validated, and signature of the trainer.
- Biosafety Manual. BMBL 5th Edition BSL2 Labs Section B. Special Practices 4. "A laboratory-specific biosafety manual must be prepared and adopted as policy. The biosafety manual must be available and accessible"
- All staff must read and understand the biosafety manual (a page with the acknowledgement, signature and date should be included in the Manual)
- Inspections. The following documentation should be made available during any HDOA inspections;
  1. Federal Permits and or certificates or licenses pertaining to the facility and microorganisms
  2. IBC approvals
  3. Biosafety Manual (include Daily clean-up, biospill plan, waste management, decontamination, sharps prevention, transportation and storage procedures)
  4. Standard Operating Procedures
    - a. Emergency Procedures
      - i. Bomb Threat and Suspicious Package
      - ii. Civil Disturbance
      - iii. Crime in Progress
      - iv. Fire
      - v. Hazardous Material Spill
      - vi. Natural Disasters- earthquakes, hurricanes, tsunami
      - vii. Power Outages
      - viii. Serious Injury
      - ix. Serious Injury
      - x. Violence in the workplace
      - xi. Evacuation procedures
      - xii. Emergency phone numbers
    - b. Agent Specific Procedures/Protocols
    - c. General SOP for the lab
    - d. Fire and Evacuation Plan
    - e. Emergency, Incident and Response Plan to
      - i. Chemical Spill or Biological Agent Releases
      - ii. Medical Emergency
      - iii. Natural Disasters
      - iv. Fires
      - v. Power Failure
      - vi. Facility Failure
      - vii. PPE Failure
      - viii. Animal Escape
      - ix. Security Breach
      - x. Laboratory Contact information
      - xi. Floods
  5. Inventory. Record or log of location, date of storage, use transfer and destruction.
    - i. Who is responsible for inventory and annual reporting?
  6. Biosecurity to prevent loss, theft of misuse of microorganisms and research
    - i. Policy in place to screen visitors, personnel?
    - ii. Policy in place for restricted access?