



DEPARTMENT OF SCIENCE AND TECHNOLOGY  
**BIOSAFETY COMMITTEE**

Inspection Report Form  
Indicative Conditions of the Proposed Laboratory

<b>DOST-BC Reference number</b> <i>This area to be filled-out by IBC</i>		
Project Title		
Name of Institution		
Date of activity (dd/mm/yyyy)		
<b>OBSERVATIONS</b>		
IBC Member/s present (___)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BPI-PEQS Present (___)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DOST-BC Present (___)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Laboratory Component</b>		<b>Inspector's Remarks</b> (if No, state reason)
<b>A. Laboratory Design and Facilities</b>		
1. The laboratory is separated from the areas that are open to unrestricted traffic flow within the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Anteroom doors are self-closing and interlocking so that only one door is open at a time.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. The laboratory room is sealable for decontamination. Air-ducting system is constructed to permit gaseous decontamination.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Windows are closed, sealed and break-resistant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Ample space is provided for the safe conduct of laboratory work and for cleaning and maintenance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Walls, ceilings and floors are smooth, easy to clean, impermeable to liquids and resistant to the chemicals and disinfectants normally used in the laboratory. Floors are slip-resistant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Bench tops are impervious to water and resistant to disinfectants, acids, alkalis, organic solvents and moderate heat.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Laboratory Component		Inspector's Remarks (if No, state reason)
8. There is adequate illumination for all activities. Undesirable reflections and glare are avoided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Laboratory furniture is sturdy. Open spaces between and under benches, cabinets and equipment are accessible for cleaning.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. There is adequate storage space to hold supplies for immediate use to prevent clutter on bench tops and in aisles. Additional long-term storage space, conveniently located outside the laboratory working areas, are also provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Space and facilities are provided for the safe handling and storage of solvents, radioactive materials, and compressed and liquefied gases.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Facilities for storing outer garments and personal items are provided outside the laboratory working areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Facilities for eating and drinking and for rest are provided outside the laboratory working areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Hand-washing basins, with running water if possible, are provided in each laboratory room, preferably near the exit door.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Doors have vision panels, appropriate fire ratings, and preferably self-closing.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16. An autoclave or other means of decontamination is available in appropriate proximity to the laboratory.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Safety systems cover fire, electrical emergencies, emergency shower and eyewash facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18. First-aid areas or rooms are suitably equipped and readily accessible.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19. There is a controlled ventilation system that maintains a directional airflow into the laboratory room.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20. Drains and any other services that enter through the walls or floor are in place to prevent the ingress of rodents and insects.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Laboratory Component		Inspector's Remarks (if No, state reason)
21. A dependable supply of good quality water must be ensured. There are no cross-connections between sources of laboratory and drinking-water supplies. An anti-backflow device is fitted to protect the public water system.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22. There is a reliable and adequate electricity supply and emergency lighting to permit safe exit. A stand-by generator is desirable for the support of essential equipment, such as incubators, biological safety cabinets, freezers, etc., and for the ventilation of animal cages.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23. There is a reliable and adequate supply of gas. Good maintenance of the installation is mandatory.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24. The building ventilation system is constructed so that air from the containment laboratory is not recirculated to other areas within the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25. HEPA filters are installed in a manner that permits gaseous decontamination and testing.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26. The exhaust air from Class I or Class II biological safety cabinets is discharged in such a way as to avoid interference with the air balance of the cabinet or the building exhaust system.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
27. Physical and fire security measures are in place. Strong doors, screened windows and restricted issue of keys are compulsory. Other measures should be considered and applied, as appropriate, to augment security.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B. Laboratory Equipment</b>		
1. Pipetting aids to avoid mouth pipetting are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Biological safety cabinet is provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Centrifuges, safety buckets, containment rotors are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Plastic disposable transfer loops are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Screw-capped tubes and bottles available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Laboratory Component		Inspector's Remarks (if No, state reason)
6. Autoclaves or other appropriate means to decontaminate infectious materials are readily available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Plastic disposable Pasteur pipettes are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Other equipment (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>C. Practices and Procedures</b>		
1. The international biohazard warning symbol and sign is displayed on the doors of the rooms.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Only authorized persons are allowed to enter the laboratory working areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Laboratory doors are kept closed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. The laboratory is kept neat, clean and free of materials that are not pertinent to the work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Work surfaces are decontaminated after any spill of potentially dangerous material and at the end of the working day.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. All contaminated materials, specimens and cultures are decontaminated before disposal or cleaning for reuse.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Packing and transportation follow applicable national and/or international regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Pipetting by mouth is strictly forbidden.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Materials must not be placed in the mouth. Labels must not be licked.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. All technical procedures are performed in a way that minimizes the formation of aerosols and droplets.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. The use of hypodermic needles and syringes is limited, specifically if they will be used as substitutes for pipetting devices.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. All spills, accidents and overt or potential exposures to infectious materials are reported to the laboratory supervisor. A written record of such accidents and incidents are maintained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. A written procedure for the clean-up of all spills is developed and followed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Laboratory Component		Inspector's Remarks (if No, state reason)
14. Contaminated liquids are decontaminated (chemically or physically) before discharge to the sanitary sewer. An effluent treatment system is required, depending on the risk assessment for the agent(s) being handled.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>D. Personal Protection</b>		
1. Laboratory coveralls, gowns or uniforms are worn properly at all times for work in the laboratory.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Appropriate gloves are worn for all procedures that may involve direct or accidental contact with blood, body fluids and other potentially infectious materials or infected animals. After use, gloves are removed aseptically and hands are washed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Personnel wash their hands after handling infectious materials, and before they leave the laboratory working areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Safety glasses, face shields (visors) or other protective devices are worn when necessary, to protect the eyes and face from splashes, impacting objects and sources of artificial ultraviolet radiation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. It is prohibited to wear protective laboratory clothing outside the laboratory, e.g. in canteens, coffee rooms, offices, libraries, staff rooms and toilets.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Open-toed footwear must not be worn in laboratories.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Eating, drinking, smoking, applying cosmetics and handling contact lenses are prohibited in the laboratory working areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Storing human foods or drinks anywhere in the laboratory working areas is prohibited.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Protective laboratory clothing that has been used in the laboratory must not be stored in the same lockers or cupboards as street clothing.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>RECORD VALIDATION</b> (To be filled-out by the DOST-BC Inspection Team)			
Date of Inspection (dd/mm/yyyy)			
Inspector	Institution	Signature	Remarks

<b>RECOMMENDATIONS</b> (To be filled up by the DOST-BC Inspection Team)
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Approved after complying with the following conditions:

<b>ADDITIONAL NOTES / REMARKS</b> (Use separate Sheet if necessary)

Encl (2):      Annex A:      Photos of the Activity  
                  Annex B:      Attendance Sheet

Prepared by:

Noted by:

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DOST-BC Secretariat

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Head  
DOST-BC Secretariat

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DOST-BC Secretariat

**Annex A: Photo documentation**

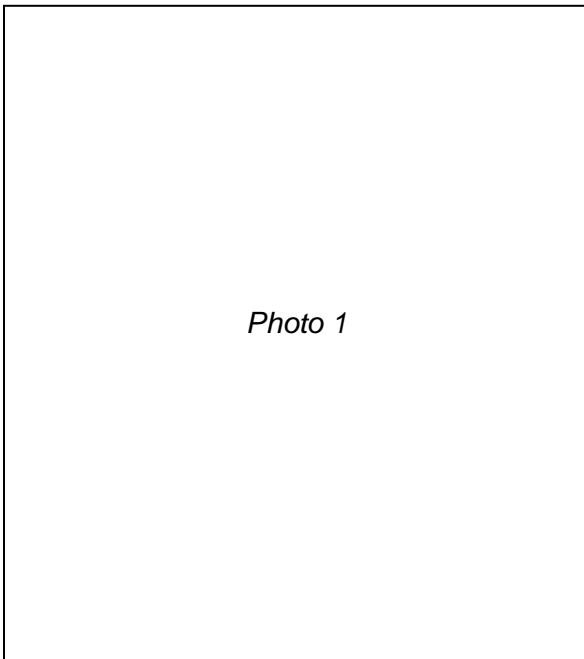


Figure 1: Description of photo

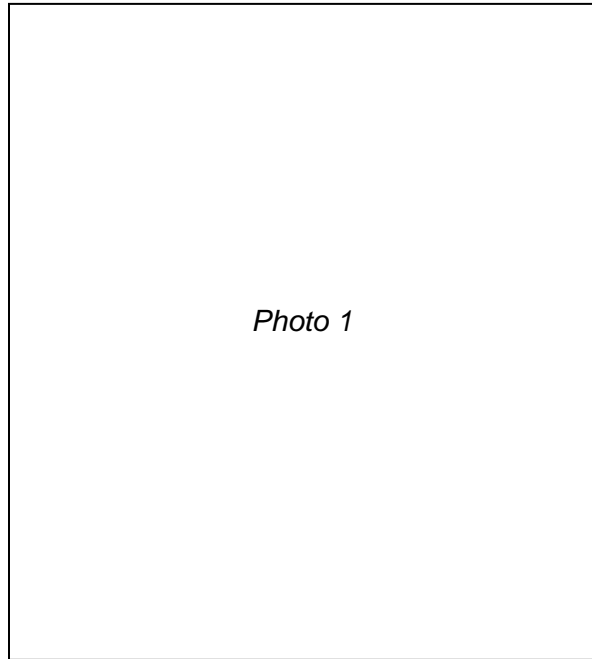


Figure 2: Description of photo

**Annex B: Attendance Sheet**