CHECKLIST: ANIMAL FACILITY BSL3

Facility:		**DAFF NO:**
Facility Representative:		
DAFF Auditor(s):		
Date:		
Agents Used:	Bacterial ☐ Viral ☐ Parasitic ☐ Fungal ☐ Rickettsial ☐ Prions☐	

No	REQUIREMENTS	C/ NC/ NA conformance/ non-conformance/ not applicable)	COMMENTS
1.	**Standard Practices**		
1.1	Is the animal facility in an isolated location?		
1.2	Is the disinfectant used effective for the agent of concern?		
1.3	Access to the animal facility is restricted.		
1.4	Personnel wash / disinfect their hands after handling animals / pathogens, after removing gloves, and before leaving the animal facility.		
1.5	Eating, drinking and smoking not permitted.		
1.6	Is an eyewash and emergency shower available where applicable?		
1.7	All procedures are carefully preformed to minimize the creation of aerosol.		
1.8	Work surfaces are decontaminated after use or after any spill of viable materials.		
1.9	Doors to animal rooms open inward, are self-closing, and are kept closed when experimental animals are present.		
1.10	All waste from room are decontaminated or sterilized by autoclaving, before disposal (depending on method of waste disposal).		

1.11	Infected animal carcasses are incinerated after being transported from the animal room in leak-proof, covered containers.		
1.12	All wastes (left over feed; bedding; faeces; urine etc.) from the animal room are: • autoclaved or • decontaminated prior to leaving the animal room for incinerated on site.		
1.13	Liquid effluent must be sterilized or treated to inactivate the pathogen(s) of concern and is evidence available to support this		
1.14	An insect and rodent control program is in effect.		
2.	**Special Practices**		
2.1	Restricted access during animal trials.		
2.2	Where applicable staff screened, vaccinated and trained (records available).		
2.3	Staff performing procedures are registered with the SAVC?		
2.4	Warning signs displayed on door during trials.		
2.5	A biosafety manual is available and adopted.		
2.6	Personnel receive appropriate training on the potential hazards (e.g. pathogens; animal handling) associated with the work involved, the necessary precautions to prevent exposures, and the exposure evaluation procedures (training records).		
2.7	Procedure for handling of sharps available. Adequate sharps containers.		
2.8	Cultures, tissues, or specimens are placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.		
2.9	The sample packaging is appropriately disinfected prior to		

	movement from the facility.		
2.10	Samples are packaged in accordance with the National Road Traffic Act and Regulations before removal (triple packaging).		
2.11	Procedure for decontamination of: a) Cages b) Equipment		
2.12	Are procedures available for handling of spills?		
2.13	Chemicals stored in a store room according to regulations		
2.14	Are medicines locked away and controlled by a veterinarian?		
2.15	Has a designated safety officer been appointed?		
2.16	Are inspection records of safety audits available?		
2.17	Are there documented policies regarding prevention of injury on duty and diseases contracted through exposure at work?		
2.18	Animals and plants not involved in the work being performed are not permitted in the facility.		
2.19	Specimens in freezers and refrigerators or other storage units are appropriately packaged and marked to identify the specimen and the hazard.		
3.	**Safety Equipment (Primary Barriers) / Fire / Emergency Evacuation Procedures**		
3.1	Does personal protective equipment (PPE) used include the following: a) Goggles b) Mask c) Gloves d) Coats e) Boots f) Other		
3.2	PPE and clothing removed prior to shower-out and exit, collected and decontaminated before re-use.		
3.3	All materials removed from the		

	animal room are treated or contained prior to removal.		
3.4	Physical containment devices and equipment appropriate for the animal species are used for all procedures and manipulations of infectious materials or infected animals.		
3.5	Is there a written policy regarding the fate of the animals should a fire break out.		
3.6	Is there sufficient firefighting equipment available, including the correct type of fire extinguisher?		
3.7	Are fire extinguishers service and maintenance records up to date?		
3.8	Is there an emergency evacuation plan available?		
3.9	Are there adequate, clearly marked exit signs?		
4.	**Animal Facilities (Secondary Barriers)**		
4.1	The animal facility is designed and constructed to facilitate cleaning and housekeeping.		
4.2	The animal facility is separated from areas which are open to unrestricted personnel traffic within the building.		
4.3	Passage through two sets of doors is the basic requirement for entry into the animal room from access corridors or other areas.		
4.4	Separation of the animal room from access corridors or other activities is provided by a double-door clothes change room.		
4.5	The interior surfaces of walls, floors, and ceilings are water resistant so that they may be easily cleaned.		
4.6	A foot, elbow, or automatically operated hand washing sink is provided in each animal room near the exit door.		
4.7	If floor drains are provided, they are protected with liquid traps that are filled with disinfectant.		

4.8	Windows in the animal room are non-operating and sealed.		
4.9	Animal room doors are self-closing and are kept closed when infected animals are present.		
4.10	Autoclave (or other approved method) for sterilising wastes is present within the animal facility.		
4.11	Materials are transferred to the autoclave in a covered leak-proof container whose outer surface has been decontaminated.		
4.12	Methods for sterilisation are verified (tested) periodically according to a schedule (records available).		
4.13	A non-recirculating ventilation system is provided.		
4.14	The airflow must be negative (-30Pa or less) and directional from area of lowest risk to area of highest risk.		
4.15	The exhaust air is discharged directly to the outside through HEPA filtration.		
4.16	The negative airflow must be monitored.		
4.17	A validation certificate is available for the airflow system which is verified annually.		
4.18	A notification system should be considered to notify personnel of HVAC system failure.		
4.19	Class II or III biosafety cabinets available. Cabinets calibrated (annually or six monthly according to the pathogen involved) and checked intermediately if still functioning correctly (e.g. smoke test)?		
5.	**The following enhancements or requirements for bio-security are dependent on the biological agent:**		
5.1	Access control and restrictions for visitors according to the pathogen involved.		
5.2	Shower out system in place/ decontamination.		
5.3	Treatment of exhaust air is		

	through HEPA filtration which effectively removes infectious agents prior to release of exhaust air from the facility.		
5.4	Treatment of supply air is through a HEPA filtration which effectively protects the environment in the event of reverse air flow during mechanical failures.		
5.5	The HEPA filters must be verified at least annually.		
5.6	Exhaust and supply air system are interlocked to prevent pressurization during system failures.		
6.	**Other**		
6.1	Freedom from contact with animals outside the facility (e.g. pets and livestock etc.) for a certain time period must be implemented for personnel dependent on the study and the species involved.		
7.	**ADDITIONAL NOTES**		
DAFF Auditor/s:		Signature:	Date: