

Exempt Quantity Select Agent Laboratory Self-Inspection Checklist

A Self-Inspection should be completed at least once every three months. Please answer yes “Y” or no “N” to each of the points below. If you answer “N” to any of the questions, please review TTUHSC OP 73.12 and call Safety Services if you have any questions. Retain a record of this self-inspection for at least one year following completion of all toxin involved research.

Principal Investigator (print name): _____

Inspection conducted by: (print name): _____

Date: _____ IBC Protocol No(s): _____

Laboratory Room(s): _____

Exempt Quantity SA Toxin(s): _____

Procurement

- Have you assured that exempt quantity SA Toxin inventory will allow the purchase of additional toxin/agent without exceeding the exempt quantity limit?
- Have you submitted an electronic purchase order (ePO) and received procurement approval for the exempt quantity SA Toxin from Safety Services?
- Does your IBC protocol authorize procurement of the toxin/agent?
- Is your IBC protocol up-to-date?
- Have you assured that no purchases of exempt quantity SA Toxins are made using a procurement (credit) card?

Personnel and Training

- Have laboratory personnel completed all required laboratory training?
- Have laboratory personnel who will be handling or using the exempt quantity SA Toxin received laboratory specific training regarding the safe handling and use of the specific SA Toxin(s)?
- Is documentation of training for all laboratory personnel available?
- Is your IBC protocol accurate and up-to-date concerning laboratory personnel?
- Are all appropriate items of personal protective equipment (PPE) provided and appropriate engineering controls in place (i.e. protective gloves, goggles, biosafety cabinets, etc.)?

Inventory, Disposal, and Transfer

- Have all waste products potentially containing exempt quantity SA Toxins been properly inactivated prior to disposal?
- Is every procurement, use, disposal, and transfer documented in the Select Agent Inventory Record (Attachment C)?
- Does the amount of exempt quantity SA Toxin indicated on the inventory match what is found in the stocks of material?
- Does the inventory include the following:
 - Beginning balance of material?
 - IBC protocol number?
 - Dates and quantities of receipt, dispensing, aliquot, and/or distribution/disposal necessary to monitor current balances?
- While transporting exempt quantity SA Toxins from room-to-room or from storage area to usage area and return, are only authorized personnel involved in the transport?
- Is the exempt quantity SA Toxin transported in a secondary container with proper labeling?
- Exempt quantity SA Toxins are NOT transported at any time by personal vehicle?

Storage, Use, and Security

- Are doors entering the laboratory clearly labeled as “Authorized Personnel Only?”
- Have security background checks been completed prior to employment of ALL laboratory workers?
- Are stocks of exempt quantity SA Toxins secured with at least one layer of physical security within the laboratory (i.e., within a locked freezer or a permanently affixed lockbox)?
- Do laboratory doors remain locked when laboratory personnel are not present?
- Do ALL laboratory personnel wear visible TTUHSC ID badges?
- Are visitors to the lab (including maintenance and housekeeping staff) required to sign in upon entering the laboratory?
- Have written SOP's for the safe use, storage, disposal, and security of exempt quantity SA Toxins been developed and implemented by your laboratory staff?
- Is there a list of authorized laboratory personnel posted inside the laboratory, on or near the laboratory door?
- Are there procedures in place for the reporting and investigating of inventory discrepancies and for reconciling the differences?

