

MOH BSL-3 Facility Certification Checklist

Important Reminders

General:

1. The MOH BSL-3 Facility Certification Checklist shall be used as the minimum criteria for the certification. Additional checklist may be used to supplement, but not to replace this checklist.
2. MOH officer must be present during the independent measurements/tests and physical inspection phase of the certification/re-certification or verification/re-verification unless advised otherwise by MOH.
3. The facility operator and the MOH-Approved Facility Certifier (MOH-AFC) are both responsible in informing MOH of the certification/re-certification schedule at least 1 month before the scheduled inspection.
4. MOH may introduce new measures or requirements on the certification scheme or the MOH-AFC.
5. The list of MOH-AFC may be updated from time to time.
6. The final outcome of the certification of the facility will be based on MOH's decision and not solely on the MOH-AFC's certification report.

Facility:

The facility being certified should have the following in place:

1. Emergency response plan
 - a) The facility staff must be able to demonstrate competency in handling small laboratory accidents (e.g. minor spills, etc) or any procedural work upon MOH's request.
 - b) There should be a regular drill conducted together with the Singapore Civil Defense Force (SCDF). The presence of an MOH officer is required during the drill as the conduct of the drill will be audited by MOH, unless advised otherwise by MOH.
2. Red teaming¹ program
 - a) An in-house two-sided red teaming (RT) exercise must be done.
 - b) A report using the template provided during the RT training course, shall be submitted to MOH. The facility operator shall also upload the RT report onto its facility registration in the Biosafety IT System (BiosIS).
 - c) The facility staff may be interviewed by MOH regarding the RT exercise.

¹ Red teaming Exercise refers to a variety of exercise activities which aims to test and/or identify the probable security vulnerabilities in a facility.

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MOH- Approved Facility Certifier:

1. MOH-Approved Facility Certifier (MOH-AFC) is advised to read and understand the requirements of the Biological Agents and Toxins Act (BATA) before carrying out any certification process.
2. The lead certifier shall ensure that the certification team involved in the certification composed of at least microbiologist and one engineer who are fully qualified and approved by MOH.
3. A certifier whose company or a member of the MOH-AFC team has provided maintenance services; shall not be engaged to certify the facility.
4. A certifier is not allowed to certify a BSL-3 facility if the company or a member of the certifying team has provided design, construction or commissioning services for the past 12 months from the date of rendering the said services.
5. A certifier can only certify a facility for 2 consecutive years, otherwise, consent or approval from MOH is required.
6. The certifiers must ascertain that the facility's engineering controls have sufficient redundancy² and/or a system in place to ensure continuous and safe operation of the biocontainment laboratory. Documentation of such tests is required to be recorded in the certification report. If the facility does not meet this criteria, the facility operator should have SOPs or other means of administrative controls to manage the failure scenario and to ensure safety of the facility personnel, the community and the environment is guarded at all times.
7. Any verification/re-verification process in relation to the issues identified during the certification process requires the presence of the MOH-AFC with the relevant expertise (biosafety and/or engineering).
8. The ventilation system of the facility being certified must be challenged with all probable scenarios including failure of the electrical system and Building Automations System (BAS). The ventilation system test script shall be endorsed by MOH.
9. The room differential pressure, during normal operation, during a challenge scenario and upon resuming to normal operations shall be determined and measured in a quantitative manner with the use of a calibrated instrument that can provide reliable and real time quantitative data. Qualitative tests such as smoke test may be used only to supplement but not to replace the quantitative method of measurement.
10. The differential pressure (with reference to item 9 above) shall be taken for all rooms and not limited to only selected representative rooms and the findings shall be recorded and presented in the certification report.
11. Expert advice/resolutions to problems identified during the certification process shall be provided to the facility concerned.
12. The MOH-AFC will be liable for any changes made to the original "MOH BSL-3 Facility Certification Checklist" as posted in www.biosafety.moh.gov.sg, as a result of editing or formatting/re-formatting.

² Examples of redundancy include emergency power supply, uninterrupted power supply, additional air handling unit and/or exhaust fans

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13. The validity of a MOH-AFC depends upon the discretion of MOH.
14. The MOH-AFC is responsible for informing MOH of any change in the team members and that the change is subject to MOH's approval.
15. MOH reserves the right to revoke the MOH-AFC's registration any time when deem necessary and the revocation decision will be final.

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Facility Name:	Certification Date:
Facility Address:	
Person-in-charge:	Contact Details:

S/N	Checked Item	Yes	No	N/A	Comments
ENGINEERING CONTROLS					
(1) General Engineering Controls					
1	(M) Measures are in place to prevent tripping hazard due to curbs installed at: <ul style="list-style-type: none"> • emergency door • shower area 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
2	Facility airflow is negative to general occupancy, corridor and office areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Cup sinks or drains are not acting as vents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Sink available for hand-washing: <ul style="list-style-type: none"> • inside every room/suite/laboratory in the facility. • near the exit of the room/suite/laboratory. • hands-free (foot or elbow operated or any other mechanical means of control). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5	NO exposed machine parts (pulleys, gears).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Vacuum line has filters and/or traps on laboratory benches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	NO backflow hazards to water supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Distilled water systems in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Active and effective arthropod and rodent control programme is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
ENGINEERING CONTROLS					
(2) Facility Design					
10	Proper hazard signage for ultraviolet light, laser, radioactive material, National Fire Protection Association (NFPA) 704 chemical, flammable/toxic liquid/gas and etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Facility equipment properly labelled (biohazard, radioactive, toxic, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Facility designed for easy cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Room ultraviolet lights on interlock switch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	All shelves are secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Bench-tops waterproof and resistant to chemicals (e.g. acids, alkali, organic solvents) and heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Adequate illumination provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Adequate storage space available and appropriately used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	(M) Biohazard sign posted on facility and/or laboratory/suite/room door: <ul style="list-style-type: none"> • has the name and contact number of the responsible investigator as well as the person to contact during emergency. • has accurate and current information. • legible and not defaced. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	All doors can be closed properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Facility separated from unrestricted traffic flow in the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Access to the facility through an anteroom with self-closing doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	All penetrations in the facility are sealed or sealable for decontamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Room exhaust air single-pass and exhausted away from occupied areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Availability of a controlled ventilation system to monitor directional airflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
25	(M) Exhaust air must be high-efficiency particulate air (HEPA) filtered before discharge out of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROLS (3) Biological Safety Cabinet (BSC)					
26	Certification done within one year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	BSC surface wiped down with appropriate disinfectant at the beginning and end of each procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Front grill and exhaust filter are free from obstruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	NO open flames used inside the BSC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Vacuum lines have in-line filters and disinfectant traps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	BSC is NOT compromised by room air or location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	BSC is used when there is a potential of creating aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROLS (4) Gas Cylinder					
33	All cylinders are secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Caps on reserve cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Asphyxiating and hazardous gases only in ventilated rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	NO excess or empty cylinders inside the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROLS (5) Refrigerators/Freezers/Cold rooms					
37	Food and drinks for human consumption are prohibited in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Flammables in explosion-proof/-safe units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Equipment containing carcinogens, radioactives and biohazardous items are properly labelled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Cold-room has emergency release features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROLS (6) Electrical Equipment					
41	NO extension cords used in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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42	Outlets are earthed/grounded and with proper polarity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	NO electrical connections by the sink, under showers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	NO frayed or damaged equipment wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	NO overloaded electrical outlets or strips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Power strips mounted off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Proper fuses in conduits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Electrical outlets near water sources meeting local codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Earthing/grounding present on electrical cords.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROLS (7) General Facility Housekeeping					
50	NO glass containers stored or placed on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Absence of trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Clean absorbent pads used on work surfaces, whenever appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Broken glassware handled by mechanical means (brush and dustpan, tongs, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROLS (8) Fire Protection					
54	Sprinkler heads are free and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	NO penetrations through walls, ceiling, floor and etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	NO wiring or tubing found through door openings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Minimum passage width of 1 m in all laboratory/suite/room within the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	NO storage observed on ductwork or light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	NO excess combustibles stored in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROLS (9) Constantly Heated Temperature Baths					
60	Equipped with low water level and overheat shutoff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Constructed of non-combustible materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
ADMINISTRATIVE CONTROLS					
(1) Management's Responsibilities					
62	Appropriate biosafety guidelines available and followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	(M) Appointment of Biosafety Committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	(M) Appointment of Biosafety Coordinator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	(M) Proper inventory control system of all scheduled biological agents in the facility including records of: <ul style="list-style-type: none"> • date of transaction (received/transferred/destroyed, etc); • name of transferor and/or transferee for the transaction other than this facility; • quantity received; • quantity transferred out; • quantity destroyed or disposed of. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	(M) Policy in place for staff to ensure records of the BSL-3 facility are properly kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	(M) Records of the facility (e.g., biological agent/toxin inventory, incident, etc) are maintained: <ul style="list-style-type: none"> • for at least 5 years for registered facilities; • for at least 3 years for de-registered facility. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	(M) Proper records are maintained for: <ul style="list-style-type: none"> • all laboratory incidents including near misses; • all infections acquired by staff in the course of performing their duties. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69	(M) Health surveillance and disease monitoring of staff in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	(M) All personnel who are tasked to provide training to staff are competent and meet the following criteria: <ul style="list-style-type: none"> • tertiary academic qualifications in Biomedical Sciences or equivalent field; • significant working experience (3 years or more) in a BSL-3 or higher containment facility; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
	<ul style="list-style-type: none"> significant experience (3 years or more) in direct facility safety management; significant experience (3 years or more) in developing and providing safety training courses. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	(M) Staff training records are maintained: <ul style="list-style-type: none"> to ensure staff have received adequate training; the training received by biosafety coordinators are from MOH approved training providers (ATP). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	(M) All regulated biological agents are inactivated using methods that: <ul style="list-style-type: none"> are devised/reviewed/approved by the Biosafety Committee; and have been validated to be effective in rendering the biological agents non-replicative and non-infectious before they are allowed to be transferred to any facility of lower containment level for manipulation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73	(M) Report on risk assessment conducted as specified in the WHO Laboratory Biosafety Manual, 3rd edition (WHO guidelines) or any other guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74	(M) Appropriate contingency plans and ERP exercise are practised together with the Singapore Civil Defense Force.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADMINISTRATIVE CONTROL					
(2) Facility Access					
75	Access to the facility is limited and restricted to authorised personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Entry limited to personnel advised of all potential hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77	Flammables stored in flammable storage cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Peroxide formers double-dated (received and opened).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
79	Chemicals properly segregated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80	NO storage of hazardous chemicals above eye level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81	NO chemicals placed or stored on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
82	All chemical containers are kept closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
83	All solutions properly labelled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
84	NO mercury thermometers used in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADMINISTRATIVE CONTROL (4) Decontamination					
85	Effective decontaminant specific to the biological agent is in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86	All spills and accidents involving infectious materials reported to the laboratory supervisor and to MOH in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
87	Appropriate decontaminant used during spill clean-ups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
88	Work surfaces decontaminated before and after each procedure, daily and after spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
89	(M) All contaminated waste materials are treated (e.g., autoclaved or chemically decontaminated) before removal from the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADMINISTRATIVE CONTROL (5) Waste Management					
90	Waste materials are disposed properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
91	Wastes segregated in proper containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
92	Chemical waste containers tagged, labelled, dated and kept closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
93	Chemical waste containers appropriately handled and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
94	Sharps containers used and disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
95	NO trash on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
96	Waste disposal procedures posted in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
97	Infectious waste containers properly used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98	NO overfilled containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
99	Containers properly labelled and closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100	Culture stocks and other regulated wastes properly decontaminated before disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
101	Materials decontaminated outside the facility are transported in closed, durable, leakproof containers according to local rules and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
102	Mixed wastes biologically decontaminated prior to disposal as chemical or radiological wastes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADMINISTRATIVE CONTROL (6) Occupational Health and Safety Programmes					
103	Hazard communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
104	Respiratory protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
105	Hearing conservation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
106	Formaldehyde monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
107	Ethylene oxide monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
108	Anaesthetic gas monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADMINISTRATIVE CONTROL (7) Practices and Procedures					
109	Food for human consumption stored outside the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
110	Microwave oven(s) clearly labelled with "No Food Preparation, Laboratory Use Only".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
111	Eating, drinking, smoking and/or applying of cosmetics are prohibited in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
112	Pressurized glass containers taped or shielded (i.e. vacuum traps).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
113	Mouth pipetting is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
114	Mechanical pipetting devices available and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
115	Protective laboratory clothing stored separately from street clothing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
116	BSC used when potential for creating infectious aerosols/splashes exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
117	Biosafety manual prepared and adopted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
118	Personnel read, reviewed and followed the instructions on practices and procedures, including safety or operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
	manual (required for all personnel annually).				
119	Procedures performed so as to minimize aerosols/splashes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
120	Needle-locking syringes/single-use needle-syringe units used for infectious agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
121	Centrifuge cups and rotors opened only in a BSC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
122	Infectious specimens transported outside a BSC in approved containers following approved transportation regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
123	Mucous membrane protection provided when working with potentially infectious material outside a BSC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
124	Personnel advised of special hazards associated with the agent(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
125	Personnel received annual updates/additional training for procedural changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
126	Eyewashes in the facility are within easy access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
127	Safety shower available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
128	Personal protective equipment available (gloves, gowns, goggles, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
129	Occupants properly attired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130	Laboratory coats, gowns, smocks, gloves and other personal protective clothing are only worn inside and NOT worn outside the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
131	Personal protective equipment available for cryogenic storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
132	Facility personnel reminded of appropriate immunizations/tests for agents handled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
133	Appropriate medical services engaged for medical evaluations, surveillance and treatment of occupational exposures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
134	Gloves worn when handling infectious material or contaminated equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
135	Face protection provided when working outside the BSC with potentially infectious material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
136	Hands washed after removing gloves, after working with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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S/N	Checked Item	Yes	No	N/A	Comments
	infectious agents and before leaving the laboratory/suite/room and facility.				
137	Antimicrobial agent available for immediate first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
138	Closed-front gowns worn in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROTECTION OF STAFF (2) Hand Protection					
139	Double gloves worn when handling infectious material, potentially contaminated equipment and work surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROTECTION OF STAFF (3) Respiratory Protection					
140	Respiratory protection worn by all personnel in the facility when there is doubt of aerosols NOT safely contained in a BSC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY RESPONSE					
141	Facility personnel demonstrated competency in performing emergency response procedures/spill management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
142	Specify the type of ERP demonstrated and observations identified:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name of Certifier:

Certifier's Signature:

Company Stamp:

Date Certification Completed:

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