

University of Tennessee at Chattanooga Institutional Biosafety Committee Standard Operating Procedures		
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A. PURPOSE

This SOP describes the procedures used in performing and reporting results from periodic inspections of laboratories where activities involving biohazardous materials are conducted.

B. POLICY

To protect the campus community, the IBC is tasked with evaluating research, teaching, and diagnostic testing involving biological hazards and monitoring safety and compliance. Laboratories where biohazards are present must thus be periodically inspected by qualified personnel.

C. INSPECTION PROCEDURE

Scheduled Inspections: Inspections are collaborative and allow for the inspectors to gain understanding of the biosafety requirements specific to the lab being audited; therefore, the PI or designee must be available during the audit to participate in the conversation. Scheduled inspections will be conducted at least annually. When feasible, inspections will be conducted when teaching or research activities are occurring to provide inspectors with the opportunity to observe work practices.

The timing of initial inspections for new laboratories, based on anticipated activities, is summarized in *Appendix A—BSL-1 and BSL-2 Laboratory Inspection Decision Trees*. New research laboratories (e.g., new faculty start-ups, BSL-1 and/or BSL-2) will be inspected at a mutually agreed upon time after consultation with the PI to determine when lab supplies have been acquired and equipment has been set up, and when BSL-1 and/or BSL-2 activities are expected to begin. Laboratories in good standing that will be transitioning from BSL-1 to BSL-2 safety standards will be inspected using BSL-2 standards prior to commencement of BSL-2 activities and approval of the new BSL-2 registration by the IBC.

For all inspections, the IBC Coordinator will contact the laboratory supervisor/principal investigator, the Director of Safety and Risk Management, and at least two IBC representatives who are not affiliated with the lab to be inspected, to schedule a mutually convenient time for the inspection. Inspections will be conducted using the Laboratory Biosafety Inspection Form (General Laboratory Safety and Biological Laboratory Safety sections) available on the IBC website. Copies of the relevant inspection forms will be provided to the PI when the inspection appointment is confirmed.

Unscheduled Inspections: Unscheduled inspections may be conducted at the discretion of the IBC or Director of Safety and Risk Management. The primary purpose of unscheduled inspections is to determine whether safety practices are being followed during the day-to-day operation of a given laboratory. A secondary purpose of unscheduled inspections is to conduct follow-up assessment of noncompliance incidents. Unscheduled inspections can be initiated by the IBC Chair, Director of Safety and Risk Management, IBC Designated Official, or other university administrators (Department Heads, Deans, Provost, Vice Chancellor for Research). Unscheduled inspections will be conducted by at least two IBC representatives using the UTC Laboratory Inspection Form (General Laboratory Safety and Biological Laboratory Safety sections).

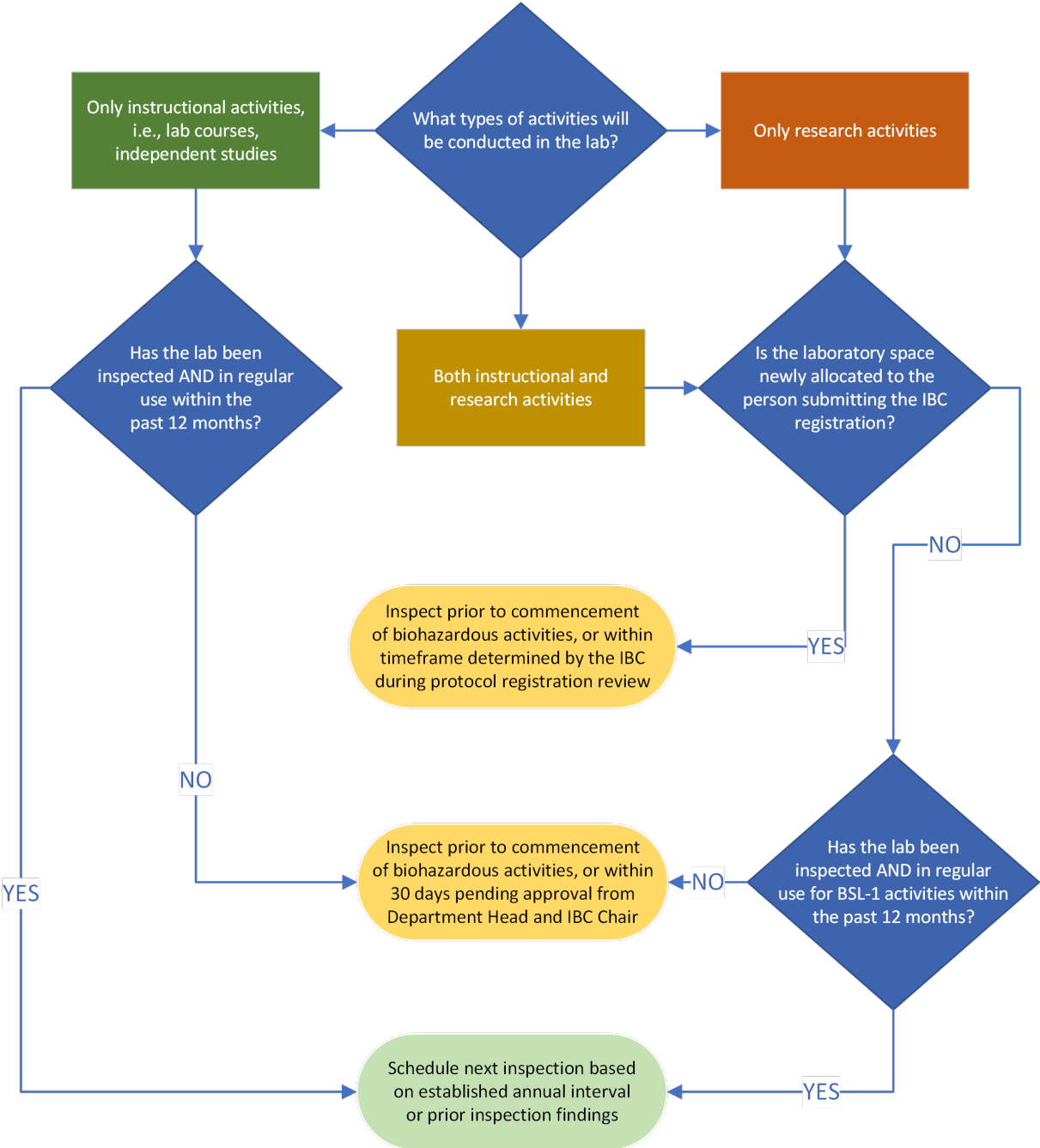
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D. REPORTING

Findings from laboratory inspections will be provided via e-mail to lab supervisors/principal investigators within 5 business days after the inspection. The IBC Chair and/or Director of Safety and Risk Management will review findings with the lab supervisor/PI and answer questions as needed. If an inspection triggers audit escalation procedures described in IBC SOP #5, *Escalation Procedures for Noncompliance*, follow-up actions will be taken as designated in the SOP. Detection of laboratory conditions that pose an imminent threat to the life or health of students, faculty, staff, and/or visitors; pose an imminent risk of harm or damage to property of the University; and/or that violate Federal, State or local laws and may be subject to legal action may result in immediate work stoppage and laboratory shutdown as noted in IBC SOP #5.

Appendix A—BSL-1 and BSL-2 Laboratory Inspection Decision Trees

Inspection Requirements for BSL-1 Laboratories



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Inspection Requirements for BSL-2 Laboratories

