

Self-Service Preparation Guide for Laboratory Room Inspections by the State of Connecticut Department of Public Health

This guide has been prepared for all laboratories who are preparing for their Connecticut Department of Public Health (CT DPH) inspection of their spaces where human pathogens are used or stored. It will provide instructions on how to comprehensively prepare for the inspection, what to expect during the process, how to respond to questions on the day of the inspection, and what you may have to do following the inspection. Yale Environmental Health and Safety (EHS) has created numerous help documents and checklists to support you and your lab and help put you in the best position possible for a successful inspection.

PLEASE BE AWARE THAT IN CONNECTICUT, YOU **MUST** BE INSPECTED AND APPROVED TO USE OR STORE HUMAN PATHOGENS IN RESEARCH. AN UNSUCCESSFUL LAB INSPECTION COULD RESULT IN A HOLD ON HUMAN PATHOGEN RESEARCH FOR YOUR ENTIRE BUILDING AS INDIVIDUAL LICENSES ARE NO LONGER PROVIDED. Only a single license is provided for each research building. One poor inspection now has the capability of impacting many other laboratories.

Please note that this guide will **not** replace the hands-on and direct in-lab assistance that Yale EHS will provide and that your lab is accustomed to receiving. However, the number of labs has grown substantially over the years and the State has begun scheduling a very large number of buildings with short notice and large teams of inspectors. More than ever, all labs and EHS must work together to prepare once the inspection date is provided by the State.

Laboratories can also reach out to their EHS safety advisor and/or a member of the EHS biosafety team if they have any questions throughout the process.

General EHS Contact Information:

- **Main EHS Phone Line:** 203-785-3550
- **EHS General Email Address:** ehs@yale.edu
- **EHS Website:** <https://ehs.yale.edu/>

Thank you in advance for your assistance! We appreciate your hard work and are proud to serve you.

Best wishes,
Yale Environmental Health and Safety

BEFORE THE INSPECTION: DOCUMENTATION, RECORDS, AND REGISTRATION UPDATES

| Inspection Item | Preparation Actions |
|--|--|
| <p>List of all human pathogens that are in use and in storage</p> | <ul style="list-style-type: none"> • Review your inventory of human pathogens against the list sent to you by Yale EHS. • Review your EHS Integrator Infectious Agent Registration to verify it is accurate. • Complete a human pathogen destruction form for any agents that you no longer wish to possess. • Update your EHS Integrator Infectious Agent Registration with any human pathogens you want to have reviewed and approved by the Yale Biological Safety Committee (BSC) and the State of CT DPH. You cannot begin work with the new agents until your registration is approved by both the State and the Yale BSC. |
| <p>List of rooms for research and storage</p> | <ul style="list-style-type: none"> • Verify that your “use” and “storage” rooms map the rooms sent to you by Yale EHS and what you have in EHS Integrator Infectious Agent Registration and your Biological General Registration. • Update your EHS Integrator registrations to make any changes in locations. • Inform your safety advisor of any changes made. |
| <p>List of individuals in your lab assigned to work with human pathogens</p> | <ul style="list-style-type: none"> • Amend your EHS Integrator Infectious Agent Registration to remove those no longer working with human pathogens and add anyone new who is. |
| <p><u>Training records:</u></p> <p>Ensure you work with Yale EHS to review the training transcripts for all staff on the list to work with human pathogens.</p> <p>Update any outstanding trainings and complete them at least one week before the inspection.</p> <p>EHS will print the records and have them ready for the inspectors on the day of the inspection or will email them the day before the inspection.</p> | <ul style="list-style-type: none"> • Ensure everyone in the lab has taken the Yale EHS core lab safety trainings listed below: <ul style="list-style-type: none"> ○ Biological Safety Training Part 1 ○ Biological Safety Training Part 2 ○ Bloodborne Pathogens (every 365 days) ○ Laboratory Chemical Safety Training <p>Note: The State does not have a periodic retraining requirement, but it is recommended that retraining be completed every four years. All are available online at the Yale EHS Website or via our QR Poster.</p> <ul style="list-style-type: none"> • EHS will offer all state registered labs the option to attend a “3 in 1” training class where a researcher can complete all three classes in one session. • EHS has also created an online “3 in 1” training where researchers can also take all three trainings in one session. |

| Inspection Item | Preparation Actions |
|--|---|
| <p>Written or computerized inventory of human pathogens (<i>agents, # of vials, and storage locations</i>)</p> | <ul style="list-style-type: none"> • Ensure you have a written or computerized inventory of your human pathogens. • Ensure you have a map of where these are in your cold storage devices or can find them by your inventory entry designations. • Make any updates to your inventory as needed. • Yale EHS has created a sample cold storage inventory record form, if needed. • If you have a computerized inventory, print one page to have ready for the inspectors if computer access is not available the date and time of your inspection. |
| <p>Laboratory biosafety notebook or site-specific biosafety manual</p> | <ul style="list-style-type: none"> • Your Site-Specific Biosafety Manual should include the below: <ul style="list-style-type: none"> ○ Annual Biosafety Manual Review Form (ensure everyone working with human pathogens signs the form to document that they are aware of the hazards and the required safe working procedures). ○ Your committee approved written Standard Operating Procedures for work with human pathogens. <ul style="list-style-type: none"> ▪ If you need sample SOPs, visit this webpage and scroll down to the bottom where it says “Biological Safety Standard Operating Procedures.” ○ Review our BSL-2 Enhanced Work Practices training to see visual images of how to work safely with human pathogens. ○ The Yale Biological Safety Manual (also accessible via our QR Poster). ○ Your inventory of human pathogens, or at least one page of your inventory. |
| <p>CDC/NIH Biosafety in Microbiological and Biomedical Laboratories Book (<i>And other references</i>)</p> | <ul style="list-style-type: none"> • Canadian Pathogen Safety Data Sheets • CDC/NIH BMBL 6th Edition • NIH Guidelines • QR Poster • Yale Exposure Control Plan • Ensure all individuals who may be present on the day of the inspection can open the documents with their personal cell phones by scanning the QR codes. |
| <p>Eyewash weekly records (<i>Must be retained for 3 years</i>)</p> | <ul style="list-style-type: none"> • Your lab is required to perform a weekly test of eyewashes designated for emergency use after an exposure. • Each line on the eyewash log form must have the initials of the individual who tested it and the date the test was performed. |

| Inspection Item | Preparation Actions |
|--|---|
| | <ul style="list-style-type: none"> If you have multiple eyewashes, you must test them all or label those that are not for emergency response indicating it is not to be used. Contact your safety advisor to obtain eyewash labels. |
| Alert all lab members and neighboring labs | <ul style="list-style-type: none"> Alert all members of your lab, including members of neighboring labs, to the date and time of the inspection, as well as the areas that will be inspected. Ask your lab not to conduct any work during the inspection. Alert neighboring labs of the inspection and remind them that the State inspectors have the right to check on items in their labs if it gives the appearance of being excessively cluttered. |

BEFORE THE INSPECTION: REVIEW STATE INSPECTION HELP DOCUMENTS

| Inspection Item | Preparation Actions |
|--|--|
| State of CT DPH checklist used for the inspection | <ul style="list-style-type: none"> Review the below and note the to-do items for your lab. <ul style="list-style-type: none"> State DPH checklist (their actual questions). Pre-State inspection lab checklist. List of possible questions that may be asked during the inspection and suggested responses. BSL-2 compliance document. |
| State of CT DPH inspection preparation document shared by Professor Gary Rudnick | <ul style="list-style-type: none"> Review what Professor Rudnick did in his own state registered lab to prepare for an inspection and what he did on the day of. Dr. Rudnick’s inspection remains the shortest State of CT DPH inspection on record (2 minutes 45 seconds). Dr. Rudnick did not speak one word during the inspection – check out his story in his preparation document. |
| Virtual script for a lab inspection | <ul style="list-style-type: none"> This virtual script was prepared so lab inspections during the pandemic could be conducted via Zoom. The questions roughly match the order and types of questions the inspectors will ask you. |
| Virtual script for an animal facility inspection | <ul style="list-style-type: none"> This virtual script for animal facility inspections is a must as these facilities are always conducted via Zoom, not in person. Researchers will rarely be asked to participate in an animal room inspection unless it is in a BSL-3 facility, or if your lab has a designated lab embedded inside an animal facility. |

BEFORE THE INSPECTION: PHYSICAL LABORATORY FEATURES

| Inspection Item | Preparation Actions |
|-------------------|---|
| Door sign | <ul style="list-style-type: none"> • Check your door sign (sample) and make sure that contacts are correct and the information is accurate. • Check that the pathogen list on the rear of the door sign is accurate and up to date. • Ensure that all use and storage rooms have door signs. |
| Self-closing door | <ul style="list-style-type: none"> • Test your door to check the self-closing feature by opening it, letting it go, and verifying that it closes securely by itself. If it does not, or you do not have a self-closing door, submit a facilities service request for a repair or installation. |
| Lock on door | <ul style="list-style-type: none"> • Verify that your door is lockable, either with a key, keycard access, or other locking mechanism. • If your lab door is not lockable, please submit a facilities service request for placement of a lock on your door. |
| Ceiling tiles | <ul style="list-style-type: none"> • Check your ceiling tiles to make sure that they are all present and that none are soiled, stained, broken, or water damaged. • Submit a facilities service request for replacement of any damaged or missing ceiling tiles. |
| Laboratory chairs | <ul style="list-style-type: none"> • Lab chairs must be non-fabric, easily cleanable, and not excessively damaged. • In the Yale School of Medicine, if your lab chairs are excessively damaged and cannot be sealed, please request a replacement by contacting Eric.Overland@yale.edu. |
| Gas cylinders | <ul style="list-style-type: none"> • Gas cylinders must be secured upright. • Caps are present and on all cylinders that are not in use or empty. • Ensure all gas cylinders are labeled with the appropriate label: full, in use, or empty. • Refer to the EHS Labels document to find what you need. |
| Lab floors | <ul style="list-style-type: none"> • Inspect your floor for damage or excessive dirt or streaks. • Submit a facilities service request for any damaged flooring or excessively dirty or stained floors. |
| Lab walls | <ul style="list-style-type: none"> • Look for significant damage to your walls that may need repair. |

| Inspection Item | Preparation Actions |
|--|--|
| | <ul style="list-style-type: none"> Submit a facilities service request for any walls that need to be patched and/or painted and be sure that they are aware of the inspection date or service request deadline. |
| Hand washing sink | <ul style="list-style-type: none"> Ensure that your hand washing sink is functional, in the lab, and preferably near the exit door. Ensure that there is sufficient soap and paper towels at the hand washing sink for proper hand washing. |
| Eyewash | <ul style="list-style-type: none"> Ensure there is an eyewash inside your laboratory. Ensure the eyewash is working properly and effectively. Ensure that the area around the eyewash is not obstructed. Ensure that there are eye wash record test logs for your lab's eyewash. |
| Emergency chemical shower | <ul style="list-style-type: none"> Ensure that there is an emergency chemical shower within 60 feet of your lab where hazardous corrosive chemicals are used (e.g., household bleach). Ensure all lab staff are aware of the location of the emergency chemical shower. Ensure the area below and around the emergency chemical shower is not obstructed. |
| Electrical panels | <ul style="list-style-type: none"> If your lab has an electrical panel along a wall, ensure that there is nothing in front of it. If the panel is blocked or obstructed, please immediately remove the furniture or items as this is a significant building, fire, and electrical code violation. |
| Posters from EHS (To be posted in your lab) | <ul style="list-style-type: none"> BSL-2 Work Practices Safe Use of the Biosafety Cabinet Exposure Response Poster BSL-2 Spill Response Spill in a Biosafety Cabinet Poster Centrifuge Safety and Centrifuge Spills QR Poster for Yale EHS Manuals and Lab Trainings QR Poster for BSL-2 Enhanced Work Practices Video Training Keep Long Hair Tied Back Poster Satellite Accumulation Area Poster BSL-2 Laboratory Practices Universal Precautions Spill Response Guide |

BEFORE THE INSPECTION: FREEZER ROOMS, OTHER COLD STORAGE LABS

| Inspection Item | Preparation Actions |
|---|--|
| Door sign must be up to date on storage only areas of freezer rooms | <ul style="list-style-type: none">• Ensure the door sign is present and up to date with contact information and pathogens on the back of the sign. |
| Locked door | <ul style="list-style-type: none">• Ensure that the door has a lock, keycard access, or other locking mechanism to restrict access to the research space. |
| Self-closing door | <ul style="list-style-type: none">• Test the door to the cold storage area of freezer room to verify that it will close by itself after being opened. |
| Inventory | <ul style="list-style-type: none">• Have a copy of your inventory with you, on top of the freezer on the day of the inspection, or a code on the freezer door understood by the lab that maps where biohazards are stored.• If you have an electronic inventory, print out one page to have to present to the inspectors. |
| Ensure that biohazard label is on the exterior of the freezer | <ul style="list-style-type: none">• Biohazard labels must be on each freezer housing biohazards.• Contact your safety advisor to obtain biohazard labels before your inspection if needed. |
| Be prepared to show the inventory of your human pathogens in each freezer | <ul style="list-style-type: none">• You may be asked to open the freezer to show where one of your pathogens is, or a pathogen on a line of the inventory.• Have a lab coat, gloves, and safety glasses available and put them on before opening the freezer if asked to open it. |
| Freezer temperature monitoring <i>(Not required)</i> | <ul style="list-style-type: none">• You may be asked how often you check the temperature of your freezer. Most freezers have alarms if it goes below the minimum set temperature, and you can refer to this.• Some freezers also have temperature monitoring notification systems. Refer to this if applicable. |

BEFORE THE INSPECTION: PERSONAL PROTECTIVE EQUIPMENT AND ENGINEERING CONTROLS

| Inspection Item | Preparation Actions |
|-----------------------------------|--|
| Lab coats | <ul style="list-style-type: none"> • Ensure that clean lab coats are present and available for all researchers in the lab. • Lab coats with banded knit cuffs are preferred for research with human pathogens. • Ensure there are lab coats dedicated to the BSL-2 lab (on hook inside the lab). • If asked, state there is a laundry service available for lab coats as researchers are not allowed to clean their lab coats at home. |
| Safety glasses or face protection | <ul style="list-style-type: none"> • One pair of safety glasses should be available for each person in your lab. • Disposable or reusable chin-length face shields may also be worn to protect the eyes, nose, or mouth in the lab. |
| Gloves | <ul style="list-style-type: none"> • Exam gloves must be available in the lab in all sizes needed by those in the lab. • Be sure to have alternates to latex gloves to help minimize allergic reactions. |
| Autoclave | <ul style="list-style-type: none"> • Temperature protective gloves for very hot items or surfaces should be available to protect those using autoclaves in the lab. |
| Liquid nitrogen | <ul style="list-style-type: none"> • Temperature protective gloves for very cold items or surfaces should be available to protect those with potential exposure to liquid nitrogen. |
| Biological safety cabinet | <ul style="list-style-type: none"> • If the lab has a biosafety cabinet, ensure that it has been tested and certified in the past 12 months. If it has not, contact Yale EHS immediately to arrange for a certification test. • Test the sash alarm if the biosafety cabinet has a sliding view screen. If it is not audible, please contact EHS to have it repaired. • You will be required to present certification stickers and test sash alarms for all biosafety cabinets in your registered lab. <p>Additional resources:</p> <ul style="list-style-type: none"> • Biological Safety Cabinet Training • Clean Air Device Information • Safe Use of a Biological Safety Cabinet |

| Inspection Item | Preparation Actions |
|--|--|
| Vacuum system trap and filter system <i>(Label and date your vacuum flask with the name of the chemical and the date it was prepared)</i> | <ul style="list-style-type: none"> • If either a house vacuum or a pump is utilized, ensure that there is a collection, an overflow flask, and a HEPA or Hydrophobic filter in between the overflow flask and the vacuum source. • Place the vacuum flasks inside an unbreakable secondary leak proof container to protect the glass flasks from physical damage. • Review the vacuum system handout. |
| Centrifuge, sealed rotors, or gasketed safety buckets | <ul style="list-style-type: none"> • Place a biohazard label on the centrifuge if used for work with human pathogens. • Check rotors for O-ring seals or gaskets and ensure they are present and in good shape (not torn, worn, or ripped). • Safety buckets should be placed on or near the centrifuge after you have verified that the seals or gaskets are present. • Review the Yale EHS documents regarding centrifuges (centrifuge safety and centrifuge rotors) by make and model and their corresponding containment secondary containment buckets and rotors. |
| Transport container | <ul style="list-style-type: none"> • Label an unbreakable plastic sealable container with the biohazard symbol to serve as your outer biosafety transport container. • Review the transport protocol in the Yale EHS Biosafety Manual by scrolling to page 45 of 201 and reviewing section 7.6, "Transport of Biohazards on Campus (between labs or buildings)." |
| Sharps container | <ul style="list-style-type: none"> • If there is a sharps container inside the laboratory, please ensure that it is not over 2/3 full. • If sharps are used, keep a sharps container in the immediate vicinity of use. • Remember that there are safe sharps options available. |
| Biomedical waste containers | <ul style="list-style-type: none"> • Make sure you understand what happens to your lab's biomedical waste. • Liquid waste is treated by 10% bleach for 30 minutes. • Solid waste is bagged and autoclaved. • Place a biomedical waste pickup/delivery request from EHS if needed. |
| Freezers | <ul style="list-style-type: none"> • Ensure that all freezers and locations where freezers storing your human pathogens are labeled with the biohazard label. |

| Inspection Item | Preparation Actions |
|--------------------------------|---|
| | <ul style="list-style-type: none"> • Ensure that all rooms with freezers are on your State of CT DPH room list. • Ensure you have inventory records for precisely what human pathogens and how many vials are in each freezer. • Refer to the Biological safety policies and procedures, the high-risk biomaterial management policy, and the high-risk specific documents under biological safety tools and resources for more information. |
| Incubators | <ul style="list-style-type: none"> • Ensure any incubators used for human pathogens are labeled with the universal biohazard symbol. • Ask your safety advisor for biohazard labels if you need them. |
| Disinfectants | <ul style="list-style-type: none"> • Have concentrated disinfectant, such as a gallon of household bleach available in the event you are asked. • Have spray bottles of your disinfectants available and ensure they are all labeled and dated appropriately. • Most labs will have 1 – 10% bleach in water solutions prepared within a week and 70 – 85% ethanol to use in their labs. • You will be asked how you disinfect surfaces or equipment and being able to show your in-use disinfectants at the appropriate dilutions will be helpful. <p>Additional resources:</p> <ul style="list-style-type: none"> • Biosafety Manual (scroll to page 70 of 201 and review table 10.3.3 in Section 10, page 6) • EPA List • Guideline for disinfection and sterilization in healthcare facilities, 2008 • Iowa State disinfection 101 • 10% Bleach Solution Label Template (Avery5160) • 70% Ethanol Label Template (Avery5160) • 5% Micro-Chem Plus (Avery5160) |
| Safe products and devices list | <ul style="list-style-type: none"> • Review the Yale EHS safety devices product list for information on preferred personal protective equipment and clothing, plastic pipettes, transport containers, waste collection containers for inside the biosafety cabinet, etc. |
| Safe sharps products list | <ul style="list-style-type: none"> • Needles and syringes should be limited to work with animals, with an alternative used in labs when needed. • Use plastic pipettes instead of glass. |

| Inspection Item | Preparation Actions |
|--|--|
| | <ul style="list-style-type: none"> Download the Yale EHS safe sharps product list to see other safety devices to help minimize exposure. |
| Safe work practices with sharps document | <ul style="list-style-type: none"> Ensure lab members working with biohazards review the safe work practices with sharps document to see how accidents involving sharps can / have occurred, and how to prevent them. |

BEFORE THE INSPECTION: EMERGENCY RESPONSE INFORMATION AND PROCEDURES

| Inspection Item | Preparation Actions |
|-------------------------------|--|
| Biological spill kit | <ul style="list-style-type: none"> Put a small biological spill kit together and ensure all lab members are aware. Use a new empty sharps container and place tongs inside, a dustpan, or manilla folders cut in half for collection of broken glass, etc. to start the spill kit, then add paper towels or another absorbent, along with disinfectant and biohazard bags. Ensure you have safety glasses, a mask or a full chin-length face shield, gloves, and a lab coat to wear ready for use. You can post the Yale EHS BSL-2 Spill Response on the wall of all labs where you work with human pathogens to help you answer any questions on how to respond to a biohazard spill. |
| Chemical spill kit | <ul style="list-style-type: none"> Refer to the EHS list of where chemical spill kits are located around the University and know how to access them. If you want a chemical spill kit for your own lab for the inspection, please ask your safety advisor to see if there are any extra chemical spill kits in surplus. |
| Emergency response posters | <ul style="list-style-type: none"> As noted earlier, ensure that biohazard exposure and biohazard spill emergency response posters are up in your lab. Centrifuge spill, spill in a biosafety cabinet, and general spill in the lab posters can help you answer questions on how to respond to a spill if it occurs. |
| Exposure response information | <ul style="list-style-type: none"> Post the Yale EHS exposure response poster. Obtain exposure response business cards for each person in your lab from your Yale EHS safety advisor. Ensure all lab members know where the eyewash is located, how to operate it, and that in the event of an exposure you must immediately wash the wound for 15 minutes. |

| Inspection Item | Preparation Actions |
|-----------------|--|
| | <ul style="list-style-type: none"> • Yale Health Acute Care: 203-432-0123 • Yale Employee Health: 203-432-7978 |

BEFORE THE INSPECTION: LABORATORY CHEMICAL SAFETY

| Inspection Item | Preparation Actions |
|--|--|
| Chemical fume hood | <ul style="list-style-type: none"> • Ensure your chemical fume hood has an inspection date that will be at least one year before your inspection. • If your fume hood was inspected the month of your DPH inspection one year ago, please contact EHS to have your fume hood retested. |
| Storage of hazardous chemicals | <ul style="list-style-type: none"> • Ensure you have checked your stored hazardous chemicals for compatibility. • Refer to the Yale EHS chemical hygiene plan for more storage information. • Refer to the EHS mini guide to basic chemical storage by hazard class to segregate them. • Use secondary trays to segregate hazardous chemicals from one another. • Do not hesitate to ask Yale EHS to check your chemical storage for chemical compatibility. <p><u>Segregation examples:</u></p> <ul style="list-style-type: none"> • Inorganic acids should be separated from organic acids. • Both acids should be separated from corrosives. • Everything should be separated from flammables. |
| Chemical safety data sheets | <ul style="list-style-type: none"> • Ensure all lab staff can access the Yale EHS safety data sheets. • Ensure you have copies of the appropriate safety data sheets for chemicals and human pathogens used in your lab. • You can also review the safety data sheets via our QR poster. |
| Knowledge of chemicals used for experiments with human pathogens | <ul style="list-style-type: none"> • Be aware of the chemicals you use for human pathogens (phenol, chloroform, formalin, etc.) and what the specific hazards are, the protective measures to use, and emergency response procedures as you may be asked how you handle certain chemicals safely. |
| Chemical hazard exposures | <ul style="list-style-type: none"> • Ensure everyone in the lab know where the eyewash and emergency shower are located and how to use them both. |

BEFORE THE INSPECTION: BIOMEDICAL WASTE

| Inspection Item | Preparation Actions |
|--|--|
| Treatment of liquid waste and solid waste from biohazard experiments | <ul style="list-style-type: none"> • You will most likely be asked how to treat liquid waste cultures. • Liquid waste should be bleached for 30 minutes after being diluted 10% with concentrated bleach against the volume of the waste. It can also be autoclaved on slow exhaust for 30 minutes at 15 psi and 250 F. • Ensure you have transport protocols for moving waste to the autoclave. • Plastic serological pipettes and pipette tips can be soaked in 10% bleach for 30 minutes, then placed in a biomedical waste container (biowaste box or red bucket). • Any solid waste from human pathogen experiments not bleached must be autoclaved by your lab before placement in the cardboard biomedical waste box or the grey biowaste transport cart for EHS to collect. • Review the biomedical waste management guide as needed. |
| Sharps collection | <ul style="list-style-type: none"> • Sharps containers are offered free in campus stockrooms and can be delivered to off-site locations. • Ensure there is at least one sharps container available to show the inspectors if sharps are used in your lab. • Review the biomed cart supply locations document as needed. |
| Biomedical waste containers | <ul style="list-style-type: none"> • Red buckets, cardboard biomedical waste boxes, and smaller biowaste collection bags and receptacles should be available to show the inspectors on the day of the inspection. • Review the biomed cart supply locations document as needed. |
| Autoclave test records | <ul style="list-style-type: none"> • Autoclave tape can be used by the labs. • EHS will retain autoclave test records around the entire campus and can help answer this question if asked by inspectors. |
| Medical waste vendor <i>(and manifests)</i> | <ul style="list-style-type: none"> • Stericycle, Inc. is the current Yale biomedical waste vendor. • In the Yale School of Medicine, Yale EHS will treat the waste following initial treatment by the labs. • You will be asked how medical waste is handled; EHS will provide a response to this question. |

| Inspection Item | Preparation Actions |
|------------------|---|
| Pest control | <ul style="list-style-type: none"> • Every campus at Yale has a pest control contract. • Labs should call Yale University facilities at 203-432-6888 to request pest control services. • Yale EHS will provide a response to this question if asked. |
| Additional notes | <ul style="list-style-type: none"> • Human pathogens waste must be chemically inactivated (i.e., bleached if liquid waste) or must be autoclaved prior to placement in a Stericycle box or EHS metal bin. • Alternatively, once autoclaved, red bins may be placed in metal carts for collection and ultimate re-autoclaving in DPH-approved autoclaves/shredders maintained and tested by EHS. |

ON THE DAY OF THE INSPECTION

| Inspection Item | Preparation Actions |
|--|---|
| Safety glasses for participating lab representative(s) | <ul style="list-style-type: none"> • Make sure you have a pair with you on the day of the inspection. |
| Gloves for touching any items asked by the inspector | <ul style="list-style-type: none"> • Have a few pairs of gloves available if you are asked to access the freezer or open other equipment. |
| Hand washing after removing gloves | <ul style="list-style-type: none"> • Do not forget to wash your hands after removing personal protective equipment if worn. |
| Never wear gloves out of the laboratory and into the hallway | <ul style="list-style-type: none"> • Remove gloves and wash your hands if you have them on and need to go to another room. |
| Make sure you have looked at the preparation documents provided to you by Yale EHS and have what you need in place | <ul style="list-style-type: none"> • You will have all the questions you will be asked in advance, so there should not be any surprise questions. |
| Notify everyone in your lab to not perform research during the time the inspection is performed | <ul style="list-style-type: none"> • If research is being conducted at the time of the inspection, inspectors may stop and watch to look for conformity with your standard operating procedures, use of personal protective equipment etc. • It is best to focus directly on the inspector's questions and checklist for your laboratory. |

| Inspection Item | Preparation Actions |
|---|---|
| <p>Re-check all room locations for floods, spills, clutter, items obstructing emergency equipment, etc.</p> | <ul style="list-style-type: none"> • A quick walk-through can identify any last-minute findings or issues that occurred overnight. • If you do have a flood, don't worry. Contact facilities and we'll tell the State that it is being cleaned up and we'll send photos of the remediated ceiling tiles or lab clean up after the fact. We may only be able to conduct the inspection from the hallway or postpone the visit in the case of severe water damage or other significant events. |
| <p>Remain in contact with Yale EHS to identify if the inspection time will occur as scheduled <i>(it may be earlier or later)</i></p> | <ul style="list-style-type: none"> • Get the cell phone number of the EHS contact who will be helping you with the inspection. • Text them with any updates or delays. • You will be notified by text or phone for any schedule changes. |
| <p>Introduce yourself to the inspector as a representative of your lab</p> | <ul style="list-style-type: none"> • Be polite and professional at all times during the inspection regardless of how it is going. • Never express anger or animus towards regulators. |
| <p>Only answer the exact questions you are asked</p> | <ul style="list-style-type: none"> • Keep your answers very brief and to the point. • Do not provide any additional information. • If you have a paragraph response, provide the first sentence or two and await a request for more information. • EHS may not be allowed to answer for you, so be prepared. • Please see the Professor Gary Rudnick preparation document for tips on this topic. |
| <p>Stage items that you will be asked to show and have them on a bench or cart for display and answering questions</p> | <ul style="list-style-type: none"> • Consider assembling items to stage before the inspection. • Lab coat, gloves, and safety glasses can be placed together. • Biohazard / chemical spill kits can be placed next to one another. • A transport container can be placed on the bench next to a sharps container. • Larger biowaste containers can be placed next to each other near the bench (red buckets and cardboard biowaste boxes). • Centrifuge safety buckets with gaskets can be left on top of the biohazard labeled incubators. • Your site-specific biosafety manual can have your sign-in acknowledgement sheets, SOPs, biosafety manual, inventory logs, eyewash logs, and any other pertinent records. • Please see the Professor Gary Rudnick preparation document for tips on this topic. |

| Inspection Item | Preparation Actions |
|--|--|
| <p>Make sure you know where everything you need to show from the checklist is in your lab</p> | <ul style="list-style-type: none"> • Use this checklist to ensure that you have everything you need. • Ask Yale EHS for help if you can't find or don't have something. |
| <p>If you are asked a question never asked before, it is okay to reply noting you are not aware or ask EHS for assistance</p> | <ul style="list-style-type: none"> • You and EHS can also reply, "we are not 100% certain, but we'll get an answer and send it to you as soon as possible." • EHS will forward the response for any pending questions. |
| <p>If you forgot to do something or something out of compliance was identified on the day of the inspection, be honest with your responses. It is okay to say, "I don't know."</p> <p>Remember, you will be graded on the entire assessment of the inspection, not just a single answer.</p> | <ul style="list-style-type: none"> • If you don't have something, just answer yes or no. • You will have a chance to respond to the State's written report once received after the inspection. • You and EHS will develop a response to the State to address any findings observed. • No institution is perfect. EHS will catalog the finding and add it to the State of CT DPH preparation list for future inspections. |