

CONTENTS

	Page No.
I. INTRODUCTION	1
I.1 Application	1
2. LEGAL REQUIREMENTS	2
2.1 Laboratory design and construction	2
2.1.1 Building regulations	2
2.1.2 Construction regulations	3
2.1.3 Fire regulations	6
2.1.4 Microbiology containment	7
2.1.5 Other regulations	11
2.2 Operational health and safety	11
2.2.1 Health and Safety at Work Act and Management of Health and Safety at Work Regulations	11
2.2.2 Health and safety management	12
2.2.3 Risk assessments	14
2.2.4 COSHH	15
2.2.5 RIDDOR	15
2.2.6 Waste disposal	16
2.2.6.1 Microbiological waste disposal	17
2.2.6.2 Chemical waste disposal	18
3. DESIGN AND OPERATING SPECIFICATIONS	19
3.1 Siting of laboratory	21
3.2 General requirements	21
3.3 Size of laboratory	21
3.4 Security and access	22
3.4.1 Access for large equipment	22
3.5 Workflow and design	22
3.5.1 Storage requirements	23
3.5.2 Laundry	23
3.5.3 Computers	24
3.6 Ventilation and temperature control	24
3.7 Personal amenities	25
3.7.1 Hand washing and coat changing	25
3.7.2 First aid	25
3.7.3 Canteen facilities	26
3.7.4 Toilet facilities	26
3.8 Noise control	26
3.9 Fire fighting equipment	26

4.	CONSTRUCTION DETAILS	27
4.1	Construction, fittings and surface finishes	27
4.1.1	The building	27
4.1.2	Walls	27
4.1.3	Floors	27
4.1.4	Ceilings	28
4.1.5	Light fittings	28
4.1.6	Lighting	28
4.1.7	Decor	28
4.1.8	Doors	28
4.1.9	Windows	29
4.1.10	Benches	29
4.1.11	Work tops	29
4.1.12	Service outlets	30
4.1.13	Cupboards	30
4.1.14	Shelving and wall cupboards	30
4.1.15	Sinks	30
4.1.16	Hand wash basins	30
4.1.17	Seating	30
4.2	Services	31
4.2.1	Electricity	31
4.2.1.1	Loading	31
4.2.1.2	Socket outlets and power connections	31
4.2.1.3	Uninterruptable power supply	32
4.2.1.4	Emergency electrical supplies	32
4.2.1.5	Electricity distribution boards	32
4.2.1.6	Computer terminal requirements	32
4.2.1.7	Telephone points	32
4.2.2	Water systems	33
4.2.2.1	Cold water	33
4.2.2.2	Hot water	34
4.2.2.3	<i>Legionella</i> regulations	34
4.2.2.4	Steam	34
4.2.3	Gas	34
4.2.3.1	Fuel gas	34
4.2.3.2	Cylinder gases	35
4.2.4	Compressed air	35
4.2.5	Drainage	35
4.2.6	Ventilation	36
4.2.7	Vacuum	36
4.2.8	Waste disposal	36

5.	INSTALLATION AND SAFETY ASPECTS OF EQUIPMENT	37
5.1	Legislation	37
5.2	Anaerobic and Modified Atmosphere Generating Systems (MAGS)	38
5.2.1	Anaerobic workstations	38
5.2.2	Gas jars	39
5.3	Autoclaves	39
5.4	Balances	40
5.5	Bunsen burners	41
5.6	Centrifuges	41
5.7	Colony counters	42
5.8	Computer and computer controlled equipment	42
5.9	Conductivity meter	43
5.10	Dust hoods	43
5.11	Freezers	44
5.12	Fume cupboards	44
5.13	Gas cylinders	45
5.14	Glassware washing machines	46
5.15	Heating blocks	46
5.16	Hotplates	47
5.17	Incubators	47
5.18	Laminar flow cabinets	48
5.19	Media dispenser	48
5.20	Media preparator	49
5.21	Microscopes	49
5.22	Microwave ovens	50
5.23	Ovens	50
5.24	pH meters	50
5.25	Plate pourers	51
5.26	Refrigerators	51
5.27	Safety cabinets	52
5.28	Steamers	53
5.29	Stomachers	53
5.30	Thermal cyclers	54
5.31	UV lamps	54
5.32	Vacuum pumps	55
5.33	Water/oil baths	55
5.34	Water purification equipment	55
6.	DOCUMENTATION	57
6.1	Safe microbiology laboratory practices	58
6.2	Microbiology containment to include access for non-microbiology laboratory personnel	58
6.3	Safety aspects relating to laboratory equipment including use, commissioning, servicing and maintenance requirements	59
6.4	Training of personnel	60

6.5	Laboratory housekeeping and hygiene including laboratory environmental monitoring	61
6.6	Laboratory disinfection procedures	61
6.7	Waste handling and disposal	62
6.8	Handling of cultures	62
6.9	Laundering of used laboratory coats	63
6.10	Risk assessments	63
6.11	COSHH	68
6.12	Transport of microbiological cultures	73
6.13	Emergency procedures	77
7.	PORTABLE/TEMPORARY BUILDINGS	78
8.	REFURBISHING/EXTENDING AN EXISTING LABORATORY	79
8.1	Planned building work	79
8.1.1	Prior to building work	79
8.1.2	During building work	81
8.1.3	After completion of building work	81
9.	DECOMMISSIONING A MICROBIOLOGY LABORATORY	82
9.1	Decontamination of laboratory and equipment	82
9.1.1	Decontamination of equipment surfaces	82
9.2	Large equipment and services	83
9.3	Other items to consider	83
9.3.1	Chemicals	84
9.3.2	Organisms	84
9.3.3	Samples	84
9.4	Documentation	84
10.	MOVING TO A NEW FACILITY	85
11.	REFERENCES	86
	General reading	86
	Legislation	86
	Standards	89
	Codes of practice/advice documents	91