Standard Operating Procedure for Laboratories Identification
1. **Purpose**

To identify laboratories to assess their current status to support for further improvement considering the Biosafety and Biosecurity principles and practices.

2. **Scope**

This SOP is applicable for laboratory identification of all biomedical research and diagnostic facilities in Bangladesh.

3. **Responsibility**

   a. Biosafety Officers: The Biosafety Officers will update the SOP time to time as necessary.

   b. Divisional Coordinators: The divisional coordinators will coordinate all the functions in association with all the resource persons in his/her division.

   c. Resource persons: All the resource persons will be involved in this laboratory identification program according to their geographic location.

4. **Definition**

   a. BSO: Biosafety Officer

   b. DC: Divisional Coordinator

   c. RP: Resource person

   d. RL: Research Laboratory

   e. DL: Diagnostic Laboratory

   f. HF: Human Facility

   g. AF: Animal Facility

   h. PF: Plant Facility

5. **Procedure**

   a. Name of the Laboratory: Correctly note the name of the facility

   b. Name of the Head/Manager: Correctly note the name of the Manager/Head of the facility

   c. Address: Clearly mention all the components of the address

   d. Email: Collect the email of the contact person and if there is an official email

   e. Phone number: Collect the official phone number and in addition to that the contact persons number

   f. Picture of the lab: Try to take a clear picture of the outside of the facility including nearest landmark

   g. GPS positions: Note the following clearly from the altimeter on your mobile

      i. Altitude:

      ii. Latitude:
iii. Longitude:
   h. Laboratory Type: Determine the laboratory type considering the sample type they receive

i. Diagnostic
   1. Human:
   2. Animal:
   3. Plant:

ii. Research
   1. Human:
   2. Animal:
   3. Plant

i. Tests/Studies conducted: List all the tests or studies conducted in the facility should be collected. If list is available from the facility on total tests conducted should be collected.

j. Equipment available: List of all the functioning equipment can be collected. Specifically, presence of safety equipment should be listed. If the equipment require certification annually, it is necessary to note the date of last certification.

k. Storage of infectious materials: If stored, list all the infectious materials stored in the facility. If a soft/herd copy of the list is available can be collected if available and allowed.