

Bio Safety Checklist

Building: _____
 PI: _____
 Date of Inspection: _____
 Bio Safety Level: _____

Room#: _____
 Lab Representative: _____
 Inspector: _____
 BSL-1 BSL-2 cannot self-audit BSL-3

Type of Hazards Present, please specify: Recombinant DNA (rDNA), Biological Pathogens, Human source material or cell lines, Viral vectors, Sel

Location of Biological Agent Inventory:

A. Standard Microbiological Practices (BSL 1 & 2)	Yes	No	N/A	Comment
Work surfaces are decontaminated at least once a day and after any spill of viable material.				
All culture stocks, slants, contaminated liquid or solid wastes from labs and animal rooms are decontaminated before disposal. Decontamination SOP followed?				
Mechanical pipetting devices are used; mouth pipetting is prohibited.				
Eating, drinking, smoking, handling contact lenses, and applying cosmetics are not permitted in the laboratory work area. No food or drink stored in lab refrigerators or Freezers.				
Persons wash their hands: <ul style="list-style-type: none"> • After handling materials involving microorganisms or organisms containing rDNA molecules and animals, and • when exiting the laboratory. 				
All procedures are performed carefully to minimize the creation of aerosols.				
Are all reusable lab glassware and accessories decontaminated after each use?				
All Sharps handled with caution. Used only when necessary. Sharps disposed of properly in puncture-proof container.				
Broken glassware must not be handled directly. Remove using broom and dustpan, tongs or forceps. Plastic ware should be substituted whenever possible.				
B. Special Practices (BSL 1 & 2)	Yes	No	N/A	Comment
Contaminated materials that are to be decontaminated at a site away from the laboratory are placed in a durable leak-proof container, which is closed before being removed from the laboratory.				
The PI establishes policies and procedures whereby only persons who have been advised of the potential hazard and meet any specific entry requirements (e.g., immunization) may enter the laboratory or animal rooms.				
When the microorganisms or organisms containing rDNA molecules in use in the laboratory require special provisions for entry (e.g., vaccination), a hazard warning sign incorporating the universal biosafety symbol is posted on the access door to the laboratory work area. The hazard warning sign identifies the agent, lists the name and telephone number of the PI or other responsible person(s), and indicates the special requirement(s) for entering the laboratory.				
Protective eyewear, gloves and lab coats are available and used while working with biohazards in the lab. Proper PPE is available to prevent exposures for the procedures and materials being used.				
Before exiting the laboratory for non-laboratory areas (e.g., cafeteria, library, administrative offices), this protective clothing is removed and left in the laboratory or covered with a clean coat not used in the laboratory.				
Animals not involved in the work being performed are not permitted in the BSL-2 laboratory.				

Special care is taken to avoid skin contamination with organisms containing rDNA molecules; gloves should be worn when handling experimental animals and when skin contact with the agent is unavoidable.				
An approved disinfectant known to be effective against the organisms in use is present in the laboratory.				
Needles should not be bent, sheared, broken, re-capped or removed from the syringe following use. Extreme caution should be used when handling needles and syringes to avoid autoinoculation and the generation of aerosols during use and disposal.				
The needle and syringe should be promptly placed in a puncture-resistant container labeled Biohazard sharps.				
Spills and accidents which result in overt / or suspected exposures to material containing biological agents are immediately reported to the Institutional Biosafety Officer and the Committee; if rDNA molecules are involved, notification is first made to the Institutional Biosafety Officer, the IBC, and then to NIH/OBA.**				
A biosafety manual is prepared or adopted. Personnel are advised of special hazards through written SOPs and are required to read and follow instructions on practices and procedures.				
C. Containment Equipment (BSL2)	Yes	No	N/A	Comment
Biological safety cabinets (Class I or II) or other appropriate personal protective or physical containment devices are used whenever procedures with a high potential for creating aerosols are conducted (see Appendix G-III-L and Appendix G-III-O, <i>Footnotes and References of Appendix G-NIH Guidelines</i>). These may include centrifuging, grinding, blending, vigorous shaking or mixing, sonic disruption, opening containers of materials whose internal pressures may be different from ambient pressures, intranasal inoculation of animals, and harvesting infected tissues from animals or eggs.				
Biological safety cabinets (Class I or II) or other appropriate personal protective or physical containment devices are used whenever high concentrations or large volumes (10L) of microorganisms or organisms containing rDNA molecules are used.				
Are Biological Safety Cabinets in use certified annually? Last Date Certified: _____ Certifier: _____				
No Bunsen burners inside biosafety cabinets				
All Specimens / Cultures are secured from general access by non-laboratory associated individuals in freezers and / or incubators? (Lock and key access?)				
Are signs with Biohazard symbols posted on all stock culture containers?				
Are all biomedical wastes, including gloves and disposable Personal Protection Equipment items, disposed of <i>only</i> in biohazard-labeled bags?				
BBP Exposure Control	Yes	No	N/A	Comment
BBP Exposure Control plan on file				
Hepatitis B vaccination offered, as applicable.				
Post-exposure follow up plan in place and employees informed.				
Inventory Control	Yes	No	N/A	Comment
Work with approved agents and protocols; CDC/USDA Select Agents registered, handled according to regulations				
Waste is disposed of, packaged, and labeled correctly				
Training	Yes	No	N/A	Comment
Have personnel been trained in the hazards associated with and instructed in safe-handling methods for the biological agent(s) used in the lab				
For laboratories working with organisms containing rDNA molecules, have all personnel read and become familiar with the requirements of the <i>NIH Guidelines</i> , specifically the Section III reporting requirements for rDNA activities?				
Training for work with agents used				

Training for bloodborne pathogens (BBP) exposure				
Annual retraining in BBP completed				
Engineering Controls	Yes	No	N/A	Comment
Hand washing facilities provided and used				
Eye wash station available				
Autoclave available, used and checked for effectiveness				
The laboratory is designed so that it can be easily cleaned.				
Bench tops are impervious to water and resistant to acids, alkalis, organic solvents, and moderate heat.				
Laboratory furniture is sturdy and spaces between benches, cabinets, and equipment are accessible for cleaning.				
Flooring and ceiling in good repair				
Illumination adequate for all activities				
Administrative Controls and Documentation	Yes	No	N/A	Comment
Laboratory facility meets criteria for biosafety level				
Lab properly posted and labeled				
Records current and accurate				
Access to the on-line Biosafety Manual provided and encouraged				
Access to the laboratory is limited or restricted as appropriate				
Integrated pest management program in place; screened windows				
<p>**Reports to NIH/OBA shall be sent to the Office of Biotechnology Activities, National Institutes of Health, 6705 Rockledge Drive, Bethesda, MD 20892-7985 (20817 for non-USPS mail), 301-496-9838, 301-496-9839 (fax). All Medical evaluations, surveys, and treatments are provided as appropriate and written records are maintained as required by OSHA and other agencies.</p>				