UNT HEALTH SCIENCE CENTER Office of Research

Institutional Biosafety Committee
Laboratory Biosafety Compliance Inspection Checklist -Biosafety Levels 1 and 2

Date _____ Laboratory Location(s) _____
Responsible Individual _____
IBC# _____ Lab Manager _____

Title: _____
_____

Queries are based on Appendix G of the *NIH Guidelines* (April 2002) and the Biosafety Level 1 & 2 sections of the *Biosafety in Microbiological and Biomedical Laboratories,* 5th Edition, 2007

Abbreviations: NA, not applicable; BSL-1, biosafety level 1 practices; BSL-2, biosafety level 2 practices; PPE, personnel protective equipment; PI, primary investigator
(Note: All BSL-1 practices are also followed in BSL-2 containment laboratories.)

Circle the response that best describes the laboratory in which work will be performed.

A. Standard Microbiological Practices	
1. Access to the laboratory is limited or restricted at the discretion of the PI or laboratory manager when work with biohazardous agents are in progress. [BSL-1]	Yes, No
2. Work surfaces are decontaminated at least once a day and after any spill or splash of potentially infectious material with the appropriate disinfectant. [BSL-1]	Yes, No
3. Personnel are instructed to wash their hands after handling infectious materials, after removing gloves, and before leaving the laboratory to a non-laboratory area. [BSL-1]	Yes, No
4. Eating, drinking, handling contact lenses, and applying cosmetics are not permitted in the laboratory area. [BSL-1]	Yes, No
5. Food is stored and consumed ONLY outside of all laboratories [BSL-1]	Yes, No
6. Mechanical pipetting devices are used; mouth pipetting is prohibited. [BSL-1]	Yes, No
7. Precautions are taken to minimize the creation of splashes and/or aerosols while working with a biohazard agent [BSL-1]	Yes, No

8. Policies for the safe handling of sharps such as needles, scalpels, pipettes, and broken glass are instituted. [BSL-1]	Yes, No
9. An effective integrated pest management program is in effect [BSL-1]	Yes, No
10. Biohazardous waste is decontaminated on-site before disposal. [BSL-1] If yes: List the method of decontamination. List the method used to monitor the decontamination process. List room number where the decontamination process occurs.	Yes, No _____ _____ _____
11. Work surfaces are decontaminated routinely with disinfectants effective against the biohazardous agent(s) utilized. [BSL-1] List disinfectant(s). If Bleach is used, a mechanism is in place to discard all diluted bleach within 2 weeks after diluting.	Yes, No _____ Yes, No, NA
12. Broken glass used in biohazardous work is properly handled to prevent cuts and placed into a hard-walled container for disposal. [BSL-1]	Yes, No
13. Disposable laboratory supplies (pipettes pipette tips, glass slides, etc.) whether contaminated with a biohazardous agent OR NOT contaminated are placed into a sturdy puncture proof container and subsequently disposed as biohazardous waste. [BSL-1]	Yes, No
14. A biohazard sign is posted on the entrance to the laboratory where biohazardous materials are used and includes the following information: the biosafety level symbol, the contact's name, and the contacts telephone number. [BSL-1]	Yes, No
15. The PI or laboratory manager recognizes that he/she is ultimately responsible for activities in the laboratory and that all personnel receive appropriate training and they understand the necessary precautions to prevent exposure. [BSL-1]	Yes, No
16. The laboratory director/manager provides annual updates and additional training when procedural or policy changes occur. [BSL-1]	Yes, No
17. The PI or laboratory manager provides information to employees regarding immune competence and conditions that may predispose them to infection such as immune status of individuals and risks to women of child-bearing age and encourages all employees to self-identify to the institutions healthcare provider for appropriate counseling and guidance, if needed. [BSL-1]	Yes, No

B. Special Practices	
1. All persons entering the laboratory must be advised of the potential hazards and meet any specific entry and/or exit requirements. [BSL-2]	Yes, No
2. Laboratory personnel are provided medical surveillance and offered appropriate immunizations for agents handled or potentially present in the lab. [BSL-2]	Yes, No
3. A biohazard symbol is posted on all equipment such as refrigerator, centrifuge, incubator, etc. that store and/or are used in the manipulation of biohazardous agents. [BSL-2]	Yes, No
4. Biosafety practices and lab standard operating procedures are incorporated into a laboratory specific Biosafety Manual which is available and accessible for all personnel in the laboratory and which is upgraded on an annual basis. [BSL-2]	Yes, No
5. The laboratory director/manager ensures that laboratory personnel demonstrate proficiency in standard and special microbiological practices BEFORE working with risk group-2 agents. [BSL-2]	Yes, No
6. Needles and syringes are restricted in the laboratory and used only when there is no alternative. [BSL-2] If used, special containers are available for disposal.	Yes, No, NA Yes, No
7. Laboratory equipment is routinely decontaminated after spills, splashes, or other potential contamination and before being sent for repair, maintenance, or for removal from the site. [BSL-2]	Yes, No
8. A biological spill emergency plan is posted in the laboratory and all exposures to infectious materials are reported immediately to the laboratory director/manager. [BSL-2]	Yes, No
9. Potentially infectious materials are placed in a durable, leak-proof container during collection, storage, and transport within a facility. [BSL-2]	Yes, No
10. The PI and laboratory manager are familiar with the University policies pertaining to a “Biological Spill” and the “Reporting of Research Related Adverse Events” and instructs laboratory personnel to report to them any incidents that may result in exposure to infectious materials. [BSL-2]	Yes, No
11. All procedures involving the manipulation of infectious materials that may generate an aerosol are conducted within a biological safety cabinet or other physical containment device. [BSL-2]	Yes, No

13. Biohazardous agents are used in animals. [BSL-2] If yes: Record the location where these procedures are done. List the procedure(s) that are used. Indicate whether the procedures are terminal or survival. Indicate whether the animals are kept in or returned to the animal facility. If no: Other animals not permitted in the laboratory where biohazards are used.	Yes, No _____ _____ _____ _____ Yes, No
C. Safety Equipment (Primary Barriers and PPE)	
1. Personal protective equipment such as non-powdered latex gloves, protective clothing, and eye protection are available when needed to perform experiments. [BSL-1]	Yes, No
2. Personal protective equipment is removed and retained in the laboratory before leaving for non-laboratory areas. [BSL-1]	Yes, No
3. Gloves are worn to protect hands from exposure to biohazardous materials and personnel are instructed to remove gloves and wash hands when work with the hazardous material has been completed. [BSL-1]	Yes, No
4. An alternative to latex gloves is available in the laboratory. [BSL-1]	Yes, No
5. Disposable gloves are not washed or reused and gloves that have been used to handle biohazardous materials are disposed with other contaminated laboratory waste. [BSL -1]	Yes, No
6 A. No open flames are used in the laboratory. [BSL -1] If no: Explain why another alternative to an open flame is not available. Indicate the procedure(s) that utilize an open flame	Yes, No _____ _____
6 B. Is there a Fire extinguisher is available If the lab personal understands it's operation Is there a fire blanket available Is the lab personal trained to use the open flame	Yes, No Yes, No Yes, No Yes, No
7. Biological safety cabinet(s) is (are) available for the containment of biohazardous agents (only necessary when performing procedures with a potential for creating infectious aerosols or splashes). [BL-2] If yes: List the Class type. Indicate the date(s) of last certification.	Yes, No _____ _____
8. Centrifugation of highly concentrated or large volumes of an infectious agent is	Yes, No, NA

done in the open laboratory ONLY IF the rotor head can be sealed or centrifuge safety cups are used and the rotors or safety cups are opened in a biosafety cabinet. [BL-2]	
D. Laboratory Facilities (Secondary barriers)	
1. Each laboratory contains a sink for hand washing located near the exit door. [BSL -1]	Yes, No
2. Bench tops are impervious to water and resistant to chemicals used to decontaminate the work surfaces and equipment. [BSL -1]	Yes, No
3. Windows that open to the exterior are fitted with fly screens. [BSL -1]	Yes, No, NA
4. The laboratory is designed to be easily cleaned and no carpets or rugs are used in the laboratory.[BSL -1]	Yes, No
5. Laboratory furniture is sturdy and appropriate for the tasks performed. [BSL -1]	Yes, No
6. Spaces between benches, cabinets, and equipment are accessible for cleaning. [BSL -1]	Yes, No
7. All chairs used in the laboratory work are covered with non-fabric material that can be easily cleaned and decontaminated with the appropriate disinfectant. [BSL -1]	Yes, No
8. An eyewash station is readily available. [BSL -1]	Yes, No
9. Illumination is adequate for all activities, avoiding reflections and glare that could impede vision. [BSL -1]	Yes, No
10. Laboratory doors are self-closing and have locks in accordance with institutional policies. [BSL-2]	Yes, No
11. Vacuum lines are in use. [BSL-2] If yes: An in-line HEPA filter and/or disinfectant trap is (are) available.	Yes, No Yes, No
12. A method for decontamination of laboratory waste is available in the facility such as an autoclave, chemical disinfection set-up, incineration, or other validated method. [BSL-2]	Yes, No