

Research Laboratory Safety Self-Inspection: Biological Safety Checklists

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|--------------------------------|-------------------------|
| Principal Investigator: | Department: |
| Lab Building: | Inspector Name: |
| Lab Rooms: | Inspection Date: |

| Laboratory Biosafety Level 1 (BSL-1) Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|--|-----|----|-----|--|
| Does the lab supervisor control access to the laboratory? | | | | |
| Do persons wash their hands after working with potentially hazardous materials and before leaving the lab? | | | | |
| Does the lab prohibit eating and drinking, and storing food in lab areas? | | | | |
| Is mouth pipetting prohibited? | | | | |
| Does the lab carefully manage use of needles (e.g. not recapping needles)? | | | | |
| Are used needles and syringes placed in a conveniently located puncture-resistant sharps container? | | | | |
| Are non-disposable sharps placed in a hard walled container? | | | | |
| Is a mechanical device (e.g. brush and dustpan) used for handling broken glassware? | | | | |
| Are all procedures performed to minimize the creation of splashes and/or aerosols? | | | | |
| Are work surfaces decontaminated with appropriate disinfectant? | | | | |
| Are all potentially infectious materials decontaminated before disposal using an effective method? | | | | |
| Are materials to be decontaminated outside of the lab placed in a durable, leak proof container and secured for transport? | | | | |
| Is a biohazard sign posted at the entrance to the lab when infectious agents are present? | | | | |
| Is an effective integrated pest management program established? | | | | |
| Has the lab supervisor ensured that lab personnel receive appropriate training? | | | | |
| Are protective laboratory coats, gowns, or uniforms used to prevent contamination of personal clothing? | | | | |

| Laboratory Biosafety Level 1 (BSL-1) Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|---|-----|----|-----|--|
| Is protective eyewear worn when conducting procedures that have the potential to create splashes of microorganisms? | | | | |
| Are gloves worn to protect hands from exposure to hazardous materials? | | | | |
| Are gloves changed when contaminated, integrity has been compromised, or when otherwise necessary? | | | | |
| Are gloves removed and hands washed when work with hazardous materials has been completed and before leaving the lab? | | | | |
| Are disposable gloves never reused, and are used gloves disposed with other contaminated lab waste? | | | | |
| Does the lab have doors for access control? | | | | |
| Do labs have a sink for hand washing? | | | | |
| Is the lab designed so that it can be easily cleaned (e.g. no carpets or rugs in labs)? | | | | |
| Is lab furniture capable of supporting anticipated loads and uses? | | | | |
| Are bench tops impervious to water and resistant to heat and chemicals? | | | | |
| Are chairs used in lab work covered with a non-porous material that can be easily decontaminated with disinfectant? | | | | |
| Are lab windows that open to the exterior fitted with screens? | | | | |

| Laboratory Biosafety Level 2 (BSL-2) Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|--|-----|----|-----|--|
| Does the lab supervisor control access to the laboratory? | | | | |
| Do persons wash their hands after working with potentially hazardous materials and before leaving the lab? | | | | |
| Does the lab prohibit eating and drinking, and storing food in lab areas? | | | | |
| Is mouth pipetting prohibited? | | | | |
| Does the lab carefully manage use of needles (e.g. not recapping needles)? | | | | |
| Are used needles and syringes placed in a conveniently located puncture-resistant sharps container? | | | | |
| Are non-disposable sharps placed in a hard walled container? | | | | |
| Is a mechanical device (e.g. brush and dustpan) used for handling broken glassware? | | | | |
| Are all procedures performed to minimize the creation of splashes and/or aerosols? | | | | |

| Laboratory Biosafety Level 2 (BSL-2) Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|--|-----|----|-----|---|
| Are work surfaces decontaminated with appropriate disinfectant? | | | | |
| Are all potentially infectious materials decontaminated before disposal using an effective method? | | | | |
| Are materials to be decontaminated outside of the lab placed in a durable, leak proof container and secured for transport? | | | | |
| Is a biohazard sign posted at the entrance to the lab when infectious agents are present? | | | | |
| Is an effective integrated pest management program established? | | | | |
| Has the lab supervisor ensured that lab personnel receive appropriate training? | | | | |
| Are all persons entering the lab advised of the potential hazards and meet specific entry/exit requirements? | | | | |
| Is a lab-specific biosafety manual prepared and adopted as policy, and is the manual available and accessible? | | | | |
| Does the lab supervisor ensure that lab personnel demonstrate proficiency in microbiological practices before working with BSL-2 agents? | | | | |
| Are potentially infectious materials placed in a durable, leak proof container during collection, handling, processing, storage, or transport? | | | | |
| Is lab equipment routinely decontaminated, as well as, after spills, splashes, or other potential contamination? | | | | |
| Are spills involving infectious materials contained, decontaminated, and cleaned up by staff properly trained and equipped for this work? | | | | |
| Is equipment decontaminated before repair, maintenance, or removal from the lab? | | | | |
| Are incidents that may result in exposure immediately evaluated and treated according to proper procedures, and reported to the lab supervisor? | | | | |
| Are animals and plants not associated with the work being performed prohibited from the lab? | | | | |
| Are BSCs, protective equipment, or other containment devices used whenever procedures creating infectious aerosols or splashes are conducted? | | | | |
| Are BSCs, protective equipment, or other containment devices used whenever high concentrations or large volumes of infectious agents are used? | | | | |
| Are lab coats designated for lab use worn while working with hazardous materials, and is protective clothing removed before leaving for non-lab areas? | | | | |
| Is eye and face protection used for anticipated splashes or sprays when the microorganisms must be handled outside the BSC or containment device? | | | | |
| Are gloves worn to protect hands from exposure to hazardous materials, and not worn outside the lab? | | | | |

| Laboratory Biosafety Level 2 (BSL-2) Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|---|-----|----|-----|--|
| Are gloves changed when contaminated or when otherwise necessary, and are two pairs of gloves worn when appropriate? | | | | |
| Are gloves removed and hands washed when work with hazardous materials has been completed and before leaving the lab? | | | | |
| Are disposable gloves never reused, and are used gloves disposed with other contaminated lab waste? | | | | |
| Is proper eye, face and respiratory protection used in rooms containing infected animals? | | | | |
| Do labs have a sink for hand washing? | | | | |
| Is the lab designed so that it can be easily cleaned (e.g. no carpets or rugs in labs)? | | | | |
| Is lab furniture capable of supporting anticipated loads and uses? | | | | |
| Are bench tops impervious to water and resistant to heat and chemicals? | | | | |
| Are chairs used in lab work covered with a non-porous material that can be easily decontaminated with disinfectant? | | | | |
| Are lab windows that open to the exterior fitted with screens? | | | | |
| Is an eyewash station readily available? | | | | |
| Has research involving recombinant DNA, infectious agents, human-derived materials, or HHS/USDA select agents or toxins been approved by the IBC? | | | | |

| Human-Derived Materials (Blood or OPIM) Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|--|-----|----|-----|--|
| Does the lab have access to the USC Bloodborne Pathogens Exposure Control Plan? | | | | |
| Has the Hepatitis B vaccination been made available to lab members with occupational exposure to bloodborne pathogens? | | | | |
| Have lab members with occupational exposure to bloodborne pathogens completed the USC bloodborne pathogens training? | | | | |

| Whole Animals Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|---|------------|-----------|------------|---|
| Does the lab carefully manage use of needles (e.g. not recapping needles)? | | | | |
| Are used needles and syringes placed in a conveniently located puncture-resistant sharps container? | | | | |
| Are non-disposable sharps placed in a hard walled container? | | | | |

| Shipping Biological Materials Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|--|------------|-----------|------------|---|
| Have personnel shipping infectious substances or related materials completed required training on safe transport of these samples? | | | | |

| Biosafety Cabinets Questions | Yes | No | N/A | Comments or Deficiencies * Indicate room where deficiency is identified |
|--|------------|-----------|------------|---|
| Are BSCs installed so that possible airflow disruptions do not interfere with proper operations? | | | | |
| Are vacuum lines protected with HEPA filters or their equivalent, and are filters replaced as needed? | | | | |
| Are provisions to assure proper biosafety cabinet performance and air system operation verified (e.g. annual BSC certification)? | | | | |