

Biological Safety Inspection Checklist

This checklist will help you prepare for a biosafety inspection. These are also expectations of what you should be doing at all times in your laboratory.

Documentation, Training, and Recordkeeping

- Is the appropriate BSL identified on the laboratory door?
- Do all experiments conducted in your laboratory have an IBC-approved Biosafety Protocol, and is it available in your laboratory documentation?
- Do you have a completed lab-specific BSL-2 Biosafety Manual?
- If working with rDNA, do you have an approved biosafety protocol and knowledge of the NIH Guidelines through NIH Guidelines Training within the last 3 years?
- Do you have lab-specific SOPs available for PPE donning/ doffing, biological hazards, techniques, etc.?
- Are your training logs maintained for lab-specific and University-specific training?
- Are all your biosafety inspection corrective actions from previous inspections completed?
- Is an SOP available to address emergency spills/ accidental exposure, and does the SOP include instructions for accident reporting?

Personnel and Personnel Safety

- Do all personnel have experience working with the agent(s) handled?
- Are all entry/ exit requirements, hazards, and policies/ procedures clearly communicated with personnel by you or your safety representative?
- How many personnel work in your laboratory?
- Have you recommended all appropriate immunizations or tests for any agents handled that have an immunization available?
- Is a no food/ drink/ applying cosmetics policy clearly communicated to personnel in the lab?

Laboratory Practices and Equipment

- Are all work surfaces decontaminated daily and after spills?
- What are the disinfectants used?
- Do you have a designated hand-washing area near the lab exit with soap and paper towel available?
- Are all cultures, stocks, and other biological wastes properly decontaminated prior to disposal?
- Do you substitute plasticware for glassware whenever possible?
- Is broken glass handled using a dustpan and broom, and/ or tongs?
- Are all hypodermic needles and syringes avoided unless required for research activities (i.e. not used as pipets)?
- Where are medical sharps disposed of, and is the container used an approved sharps container?
- Where are non-medical non-contaminated sharps (such as broken glass) disposed of to minimize risk of a sharp's injury?
- Are you using modern centrifuges with safety containment cups or sealed rotors?
- Is the lab pressurization appropriate?
- Are any facility issues remedied (i.e. lighting, loose floor tiles, chipping/ peeling paint, etc.)?

Biosafety Cabinet

- Are all procedures that generate a splash/ aerosol conducted in a currently certified (within last calendar year) biosafety cabinet (BSL-2 required)?
- If you are using a BSC, is it located away from doors, heavy traffic areas, cross drafts, etc.?
- Is the BSC free of clutter that would block the grates?
- Are the vacuum lines protected with liquid disinfectant traps?
- Is the use of an open flame in the BSC prohibited (note, this is an explosion hazard and they should not be used)?
- Is the BSC decontaminated prior to use and after use?
- Do you have a current SOP available for BSC operation and maintenance?

PPE

- At a minimum, are all personnel wearing disposable gloves, lab coat, and safety glasses (splash goggles for splash risk) at all times (required in BSL-2, strongly recommended in BSL-1)?
- Are disposable gloves disposed of after a single use (not re-worn) in the appropriate receptacle?
- If cloth lab coats are used, is there a routine laundering service for the lab coats (required in BSL-2)?
- If disposable lab coats are used, are they routinely disposed of and decontaminated prior to disposal?

Autoclave

- Are all personnel trained in use of the autoclave(s)?
- Is a current log available and used for use of the autoclave?
- Is a SOP posted for use of the autoclave?
- Is the autoclave operation manual located near the autoclave in event of an issue?
- Are splash goggles/ face shield, autoclave-safe gloves worn over disposable gloves, and a lab coat worn whenever loading and unloading the autoclave?
- Is the autoclave validated monthly for functionality with a biological indicator?
- How often is the autoclave serviced to ensure proper function?

Shipping and Receiving/ Transport

- Are you shipping any viable biohazardous materials from your laboratory?
- How are materials transported from your lab to other locations on campus or off-campus?
- Do you ship/ receive infectious specimens or diagnostic samples?
- Do personnel have hazmat shipping and receiving training and certifications?
- Do personnel have current shipping/ receiving training?

Vertebrate Animals

- If you work with animals, have your personnel completed the annual animal handlers medical surveillance questionnaire?
- Have you completed Animal Biosafety Training on CITI Program?
- Have you completed an IACUC inspection within the last 6 months- and if so, have all issues been remediated?
- How are animal carcasses handled for decontamination/ disposal?
- If studying animal pathogens, do you have the appropriate USDA/ APHIS permits and/ or state of WI permits as required for possession and study of this agent?

Invertebrate Animals

- How are animals contained to minimize risk of accidental release?
- Are all rDNA/ synthetic NA invertebrate animal experiments approved by the IBC (note: there are NO exempt experiments in this category)?
- How are animal carcasses handled for decontamination/ disposal?

Biological Agents

- Do you have a completed biological inventory of your biological materials?
- If your work includes viral vectors, is the vector replication deficient?
- Where did you obtain your biological agent(s) from (i.e. source)?
- What are the potential health effects caused by the biological agent(s) you work with in your laboratory?
- How much of the biological agent is stored in your laboratory?
- Where is/ are the biological agent(s) stored?
- Are all biological agents clearly labeled?

Bloodborne Pathogens

- Do you have a current (reviewed within the last year) Bloodborne Pathogens Exposure Control Plan on File?
- Are all personnel currently trained in Bloodborne Pathogens (within last year)?
- Have you offered, at no expense to them, all personnel the opportunity to receive the Hepatitis B vaccination series?

Biological Toxins

- What biological toxins are you using in your teaching/ research activities?
- Is there a specific SOP in place to ensure the safe handling, storage, and disposal of the toxin(s)?
- Is all training documented for safe handling/ use of the toxin(s)?
- If you are using a toxin on the select agent/ toxin list, is it within the exempt amount?
- Are all toxin containers labeled clearly?
- Are all toxins stored in secondary containment in a locked freezer?

Plants

- Are all rDNA experiments approved by IBC?
- Are any of the plants used exotic/ invasive?
- How are the plants disposed of after study?
- Do you have the appropriate permits in place as needed for plant pathogens or exotic/ invasive plant species through USDA/ APHIS permits and/ or state of WI permits?
- Where are the plant studies conducted and how are they contained to minimize risk of pollen/ seed accidental release?