

## 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.

### Institutional Training & Documentation

- How many people work in your laboratory?
- Have all personnel completed biosafety training within the last 3 years?
- If working with recombinant/synthetic nucleic acids:* Have all personnel completed NIH Guidelines training within the last 3 years?
- If working with live animals at ABSL-1 or higher:* Have all personnel completed Animal Biosafety training within the last 3 years?
- If working with human/primate materials or other bloodborne pathogens:* Have all personnel completed Bloodborne Pathogens training within the last year?
- If shipping biological materials:* Have all personnel completed biological materials shipping training within the last 2 years?
- Have you had a Lab Safety Inspection within the past 2 years? Have all corrective actions been addressed?

### Lab-Specific Training & Documentation

- What section of NIH Guidelines is your work approved under?
- Do you have an approved biosafety protocol for your lab's work? Do you have all current protocols and approval letters available in your lab?
- Do you maintain a biological inventory?
- Do you have a copy of the UWM Biosafety Manual available in your lab?
- Do you have a Lab-Specific Biosafety Manual available in your lab that includes procedures for the following:
  - Handling specific biohazards worked with in your lab?
  - Transport within/between buildings?
  - Hand-washing?
  - Routine equipment disinfection?
  - Biohazardous spill response?
  - Waste decontamination and disposal?
  - PPE use?
  - Sharps use?
  - Accidental exposure risks and response?
- Have all personnel reviewed the Lab-Specific Biosafety Manual within the past year, and is this review documented?
- Have all personnel been offered or recommended immunizations/vaccinations related to the agents worked with in your lab, if available?
- If you work with human/primate materials:* Do you have a Bloodborne Pathogens Exposure Control Plan? Has it been reviewed by all personnel within the past year?

### Physical Laboratory Resources

- Do you have the proper door signs based on your lab's biosafety level?
  - *Note: BSL-1 labs should have a biohazard symbol designated on their general lab safety sign. Other labs will require additional BSL-specific signage.*
- Does the door to your laboratory lock?
- If the lab has windows, are they fitted with screens or inoperable?
- Is lighting adequate, with glare and reflections minimized?
- Are all benchtops, chairs, and tables impervious to water and easily decontaminated?
- Is a handwashing sink available near the exit, with soap and paper towels?
- Is an eyewash and shower available in the lab?
- Are a dustpan, tongs, and brush available for glass cleanup?
- Is a biohazard symbol present on all equipment used to process or store biohazardous materials?
- Are all biological materials in the lab clearly labeled?
- Do you have a labeled secondary container available for materials/waste transport that seals and doesn't break easily?
- Is all biohazardous waste stored in an autoclavable biohazardous waste bag in a secondary container with a lid?
- Do you have an appropriate disinfectant available in the lab?
- Is a separate desk/work space available for students/researchers outside the lab?
- Are there no carpets or rugs in the lab?
- Are all plants and animals not related to the work being conducted kept out of the lab?
- Is the lab reasonably tidy, with all areas accessible for decontamination?
- If your lab works with vertebrate animals:*
  - Does the door open inward, and is it self-closing?
  - Are all light fixtures, air ducts, utility pipes, etc., arranged to minimize horizontal surface areas?
  - Are all floors slip-resistant, liquid impervious, and chemical resistant?
  - Are all surfaces and floors water-resistant?
  - Are sink traps and floor drains filled with water and/or an appropriate disinfectant?
  - Is the animal housing appropriate for the animal species and work being conducted?
- If your lab is an ABSL-2 lab:*
  - Is the exhaust ventilation ducted, discharged outside, and never recirculated to other rooms?
  - Is the ventilation system designed to maintain inward airflow?
- If your lab has a biosafety cabinet:*
  - Are all vacuum lines protected with a liquid disinfectant trap and/or in-line HEPA filter?
  - Has the biosafety cabinet been certified within the past year?
  - Is the biosafety cabinet free of equipment & supplies that could block air grills?

- If your lab uses an autoclave:*
  - Is the autoclave validated regularly using biological/chemical indicators? Where is this data recorded?
  - Are personnel trained in safe operation of the autoclave?
  - Are all autoclave cycles logged in a physical log book at the autoclave location?
  - Are there autoclave-safe gloves and other PPE available at the autoclave?

### **Laboratory Practices & Procedures**

- What biological agents/materials are actively in use in the laboratory?
- Do personnel wear lab coats when working with biohazards?
- Are reusable lab coats laundered regularly and never brought home?
- Are disposable lab coats autoclaved & disposed of at least quarterly?
- Are gloves used at all times?
- Are disposable gloves disposed of properly and never reused or washed?
- Are safety glasses worn at all times?
- Is PPE only worn in the lab and never worn in offices or hallways?
- Are splash goggles available and worn during procedures that may be associated with a splash risk?
- Are all surfaces disinfected after work completion?
- Is all equipment used for biohazardous work (e.g., centrifuges) routinely disinfected?
- Is biohazardous waste decontaminated properly before disposal?
- Are hands washed after handling biohazards, after removing gloves, and before leaving the lab?
- Is plastic substituted for glass when possible?
- Have all spills or accidents been reported to the Biosafety Officer, even if minor?
- If your lab uses sharps:*
  - Are all sharps stored in a rigid, puncture-resistant, leak-proof, labeled container?
  - If reusable sharps are in use, is the container used for sharps storage autoclavable or filled with appropriate disinfectant?
  - Are all sharps properly disposed of or autoclaved/decontaminated?
- For BSL-2 and vertebrate animal labs:*
  - Is the door kept closed and access restricted at all times?
- For vertebrate animal labs:*
  - Are restraint devices or other procedural controls used to reduce exposure during animal manipulations?
- Do you have any select agents, regulated plant/animal pathogens, Risk Group 3 organisms, macaque tissue, international samples of water/sewage/soil, or proteins from biohazardous agents?
  - If so, do you have the appropriate permits and registrations to handle these materials?