

Biological Safety Audit Checklist

BIOLOGICAL SAFETY AUDIT CHECKLIST			
LABORATORY FACILITY/HOUSEKEEPING	Yes	No	NA
1. Lab organized and uncluttered? Trip, Slip hazards?			
2. Bench tops impervious to water, acid, alkali, organic solvent, etc?			
3. Lab furniture sturdy?			
4. Fabrics coverings excluded from the lab?			
5. Spaces between benches, cabinets and equipment accessible for cleaning?			
6. Stable equipment and supplies storage on selves, lockers and high places?			
7. Floors clean and dry?			
8. Aisles, hallways and stairs clear and unobstructed?			
9. Windows that open fitted with fly screens?			
10. Insect and rodent control?			
11. Sink for handwashing near exit?			
12. Vacuum lines protected by HEPA-like filters and liquid disinfectant traps?			
ENGINEERING CONTROLS	Yes	No	NA
1. Fume hoods present in the lab are part of annual inspection program?			
2. Horizontal Laminar Flow Benches in use?			
3. PCR enclosure in use?			
4. Biological Safety Cabinet in use?			
5. Clean Air Devices certified annually?			
6. UV lamp turned off when using units and when lab is occupied?			
7. Modifications made to units on site?			
8. UV lab intensity monitored periodically for germicidal effect?			
9. Open flames in HLFB, PCR or BSC?			
10. Unit front and exhaust grills clean and unobstructed?			
11. Top of BSC is accessible?			
12. Personnel are trained in the use and care of the BSC?			
13. Standard written procedures for handling spills in BSC/HLFB/PCR?			
14. Access to autoclave facilities?			
15. Autoclave tested for biological and chemical effectiveness?			

16. Lab personnel trained in proper use of autoclaves?			
17. Broom and dustpan, tongs or forceps used to pick up broken glass?			
LABORATORY PRACTICES	Yes	No	NA
1. Universal biohazard warning sign displayed prominently on access doors to lab identifying agents in use?			
2. Sign includes any special conditions of entry into the area?			
3. List of emergency numbers posted in and outside lab?			
4. Personnel participate in regular lab meetings?			
5. Biohazard labels posted on all equipment used for the storage or manipulation of biohazardous biologicals?			
6. Personnel receive appropriate immunizations or test for agents handled or potentially present in the lab?			
7. Eating, drinking, smoking, storage of food items, and application of cosmetics is prohibited?			
8. Policy on contact lens use?			
9. Children under the age of 16 are prohibited in lab?			
10. Handwashing is performed after handling viable materials, animals and after removing gloves?			
11. Procedure are performed to minimize generation of splashes or aerosols?			
12. Chemical environmental surface/equipment disinfectants used?			
13. Decontamination of work surfaces and basic lab equipment done after each use, at least once a day and after any spill of viable materials?			
14. Lab equipment for service or repairs is decontaminated and tagged?			
15. High touch points, doorknobs, handles, keyboards, etc. decontaminated periodically?			
16. Infectious or potentially infectious materials are placed in containers that prevent leakage during collection, handling, processing, storage, transport or shipping?			
17. Open flames are attended?			
18. Mechanical pipetting devices are used?			
19. Safety centrifuges and safety buckets are used?			
20. Needle-stick reduction devices such as re-sheathing needles, needle-guards, etc. are used whenever possible or appropriate?			
21. Approved sharps containers used for the disposal of used needles?			
22. Hypodermic needles used only when necessary?			
23. Inventory control system for hypodermic needles and syringes?			
24. Needles are not bent, recapped or removed from the syringe following use?			
25. PCR, Chromatography or Electrophoretic equipment in good condition?			

BIOLOGICAL WASTE	Yes	No	NA
1. Appropriate sharps containers or autoclave bags are used for all regulated medical waste and look-alike waste?			
2. Contaminated liquid waste, cultures, stocks and other regulated waste are autoclaved or otherwise decontaminated before disposal?			
3. Solid regulated waste is disposed of via the University medical waste stream?			
4. Are mixed wastes handled properly?			
BIOSECURITY AND AGENT INVENTORY	Yes	No	NA
1. Access to the lab is limited to authorized personnel and denied to persons who are at increased risk?			
2. Access to the lab is limited or restricted while experiments are in progress?			
3. Doors to the lab are closed while experiments are in progress?			
4. Ultra-low temp storage is kept locked?			
5. Inventory of biological agents is kept and up to date?			
6. Has a copy of the inventory been sent to Biosafety?			
7. Are electronic copies of the inventory on secure computers, networks?			
8. Select Agents used?			
9. All personnel with access to the lab are listed on current registration?			
10. Foreign nationals in the lab?			
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Yes	No	NA
1. Laboratory coats present for each member of the lab?			
2. Gloves available, used in the lab?			
3. Gloves worn when skin on hands is broken or dermatitis or rash exists?			
4. PPE removed when contaminated or when exiting the lab?			
5. PPE disposed of in the lab?			
6. Laboratory coats laundered by a service or onsite?			
7. Goggles or face shields used during potential aerosol generating procedures?			
8. Face and mucous membrane protection is worn when appropriate?			
9. Mucous membrane protection is worn when using HLFB?			
10. Appropriate footwear is worn in the lab?			
11. Personnel wear PPE as appropriate when using autoclaves?			
12. Are respirators worn?			
13. Are staff who wear respirators trained/fit tested?			

SAFETY EQUIPMENT AND SUPPLIES	Yes	No	NA
1. Safety shower located directly in the lab?			
2. Eyewash station located directly in the lab?			
3. Fire protection available in the lab?			
4. Use of biohazard shield for vortex, tabletop centrifuges or other aerosol generating equipment?			
5. Spill kits available in the lab?			
6. First aid kit available in the lab?			
SAFETY TRAINING AND INFORMATION	Yes	No	NA
1. Have laboratory personnel attended required safety training?			
2. Is laboratory specific training provided for procedures and safety?			
3. Does the lab have a current Laboratory Specific Safety Manual?			
4. Do written procedures include safety information?			
5. Are links provided to the BMBL and CHP?			
MICELLANEOUS	Yes	No	NA
1. Recombinant DNA experiments performed?			
2. Transgenic animals in use?			
3. Transgenic plants in use?			
4. Oncogene research?			
5. Human embryonic stem cell research?			
6. Biopolymer nanoparticles used in lab? Other nanoparticles?			
7. Domestic/International import or export of biological materials?			
8. Workplace Hazard Assessment present in the lab?			