

***20XX Annual Biosafety Inspections  
BSL-2 Checklist for Laboratories***

**Inspectors:**  
**Principal Investigator**  
**Lab Room (s):**

PROTOCOL	INFECTIOUS AGENT (S)	PATHOGENS

**Answer Yes, No or NA (not applicable), by placing an X in the appropriate box.**

<b>Biosafety Level 2</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
<b>A. Standard Microbiological Practices</b>				
1. Access limited to the lab when work is in progress.	√			
2. Persons wash hands after biohazardous work, after removing gloves and before exiting the lab?	√			
3. Are soap and towels available at the handwashing sink?	√			
4. Are eating/drinking/ applying cosmetics prohibited in the lab?	√			
5. Is food stored outside the work area, in cabinets or refrigerators designated for food only?	√			
6. Mouth pipetting prohibited; pipettes used	√			
7. Splashes and aerosols are minimized	√			
8. Glassware is minimized and use of durable plastic ware is used whenever is possible.	√			
9. Are regulated sharps (e.g., needles, syringes, razor blades, lancets) discarded into puncture-resistant, red needle box?	√			
10. Sharps restricted to use when no alternative exists	√			
11. Are sharps containers no more than ¾ full? Have full containers been removed?	√			
12. Are all solid wastes, which are contaminated with biohazardous materials, discarded into red sharps containers, lined red tubs, or lined receptacles for later disposal in red tubs?	√			
13. Are all liquid wastes, which are contaminated with biohazardous materials, autoclaved or decontaminated with an effective disinfectant before they are poured down the sanitary sewer?	√			
14. All liquids poured down the sewer are maintained in a log book to assure adequate inactivation time for exposure to bleach. (e.g., info to include date treated/exposure time/notation of biohazard content)	√			
<b>B. Special Practices</b>				
1. Lab access restricted when working with infectious agents. No minors allowed.	√			
2. Persons advised of hazards and have required immunizations.	X			<i>Missing Hep B forms for personnel</i>
3. Is a BIOHAZARD sign posted at the lab entrance?	√			
4. Does the BIOHAZARD sign include information on the agent(s) used, biosafety level, and PI's name/telephone?	√			
5. Is the biohazard symbol used to identify equipment, containers, refrigerators, etc. that contain or are contaminated with microorganisms or rDNA materials?	√			
<b>Biosafety Level 2</b>				
6. Supervisor ensures personnel receive appropriate biosafety training.	√			
7. Do lab personnel exercise a high degree of precaution with all contaminated sharp items, including needles/syringes, slides, pipettes, capillary tubes and scalpels?	√			
8. Laboratory surfaces decontaminated on a daily basis or after any spill of biological material.	√			
9. Clearly labeled spill kit containing absorbent material, gloves, disposable plastic scoops, tongs, biohazard bags and appropriate disinfectants are available in the laboratory.	√			
10. Spills and accidents reported to Supervisor and Biosafety Office. Medical follow-up as appropriate.	√			
11. Copy of USA College of Medicine Biosafety Manual/Exposure Control Plan is available in laboratory.		X		<i>ECP should be completed with lab/PI specific information</i>





