

University of Nebraska Medical Center
Biosafety Policies and Procedures



**Laboratory Biosafety Compliance Inspection Checklist
Biosafety Level 2**

Date _____ Laboratory Location(s) _____
 IBC# _____

 _____ Responsible Individual _____
 _____ Person Interviewed _____
 Biohazardous Agent(s) _____
 Title: _____

Queries are based on Appendix G of the *NIH Guidelines* (April 2002) and the Biosafety Level 1 & 2 sections of the *Biosafety in Microbiological and Biomedical Laboratories*, 5th Edition, 2007
 Abbreviations: BL-2, biosafety level 2 practices; PPE, personnel protective equipment; PI, primary investigator, IBC; Institutional Biosafety Committee.

Circle responses.

A. Standard Microbiological Practices	
1. Access to the laboratory is limited or restricted when work with a biohazardous agent is in progress.	Y, N
2. Work surfaces are decontaminated at least daily and after any spill/splash of potentially infectious material. List disinfectant(s) used. If bleach is used, a procedure is available to discard diluted bleach within 2 w after diluting.	Y, N _____ _____ Y, N
3. Personnel are instructed to wash their hands after handling infectious materials, after removing gloves, and before leaving the laboratory to a non-laboratory area.	Y, N
4. Consuming food, handling contact lenses, and applying cosmetics are permitted only in non-laboratory areas.	Y, N
5. Food is stored outside the work area in cabinets or refrigerators designated for this purpose.	Y, N
6. Mouth pipetting is prohibited.	Y, N
7. All procedures are performed carefully to minimize the creation of splashes or aerosols.	Y, N

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8. Policies for the safe handling of sharps are instituted.	Y, N
9. Needles and syringes are only used when there is no alternative (when used are placed into sharps containers for disposal).	Y, N
10. An effective integrated pest management program is in effect	Y, N
11. Biohazardous waste is transported off-site for decontamination. If yes: A durable leak-proof container is used for transport. If no: Identify the in-house method of decontamination.	Y, N Y, N _____
12. Broken glass is handled to prevent cuts and placed into a hard-walled container for disposal.	Y, N
13. Glass containing a biohazardous agent is disposed as biohazardous waste.	Y, N
14. Disposable pipettes and pipette tips WHETHER CONTAMINATED OR NOT are placed into a sturdy puncture-proof container and disposed as biohazardous waste.	Y, N
15. A biohazard sign is posted on the entrance to the laboratory where biohazardous materials are used.	Y, N
16. The PI provides a means for annual updates and additional training when a procedure or policy change	Y, N
17. Students participate in the work with biohazardous agents. If yes, the student(s) is listed as a participant on the IBC protocol.	Y, N Y, N
18. Information is provided to laboratory personnel regarding immune competence and conditions that may predispose them to infection (e.g., depressed immune status and risks to women of child-bearing age)	Y, N
19. Laboratory personnel are encouraged to self-identify to Employee Health for appropriate counseling and guidance when the need arises.	Y, N
B. Special Practices	
1. Individuals entering the laboratory are advised of potential hazards and meet any specific entry requirements.	Y, N
2. Laboratory personnel are provided medical surveillance and offered immunizations when appropriate.	Y, N
3. A biohazard symbol is posted on all equipment that store or are used in the manipulation of biohazardous agents.	Y, N

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4. Biosafety practices and lab standard operating procedures are incorporated into a laboratory specific <i>Biosafety Manual</i> [reviewed annually].	Y, N
5. The <i>Biosafety Manual</i> is available for all laboratory personnel to review	Y, N
6. The PI ensures that laboratory personnel demonstrate proficiency in microbiological practices BEFORE working with biohazardous agents.	Y, N
7. Laboratory equipment is routinely decontaminated after contamination and before being removed from the laboratory.	Y, N
8. A biological spill emergency plan is posted in the laboratory.	Y, N
9. Laboratory personnel are instructed to report exposures immediately to the PI or laboratory manager.	Y, N
10. Potentially infectious materials are placed in a durable, leak-proof container during collection, storage, and transport within a facility.	Y, N
11. Aerosol producing procedures during the manipulation of infectious materials are conducted within a biological safety cabinet or other physical containment device.	Y, N
12. Biohazardous agents are used in animals. If yes: List the procedure(s) used.	Y, N _____
C. Safety Equipment (Primary Barriers and PPE)	
1. PPE are available when needed to perform experiments.	Y, N
2. PPE are removed and retained in the laboratory before leaving for non-laboratory areas.	Y, N
3. An alternative to latex gloves will be available in the laboratory as needed.	Y, N
4. Gloves used to handle biohazardous materials are disposed with other contaminated laboratory waste.	Y, N
5. Protective clothing that is reused is laundered by the Institution or using another commercial arrangement.	Y, N
6. Open flames are used in the laboratory. If yes: Explain why an alternative to an open flame is not available.	Y, N _____
7. A biological safety cabinet is available for the containment of biohazardous agents.	Y, N

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<p>If yes: How many cabinets are available? List the Class type(s). Indicate the date(s) of last certification.</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>8. Centrifugation of the infectious agent is done in the open laboratory. If yes, a rotor head that can be sealed or that contains safety cups is available which can be opened in a biological safety cabinet after processing.</p>	<p>Y, N</p> <p>Y, N</p>
<p>D. Laboratory Facilities (Secondary barriers)</p>	
<p>1. The laboratory contains a sink for hand washing located near the exit door.</p>	<p>Y, N</p>
<p>2. Bench tops are impervious to water and resistant to chemicals.</p>	<p>Y, N</p>
<p>3. Windows can open to the exterior. If yes, windows are fitted with fly screens.</p>	<p>Y, N</p> <p>Y, N</p>
<p>4. The laboratory is designed to be easily cleaned (i.e., no carpets or rugs in the laboratory area).</p>	<p>Y, N</p>
<p>5. Laboratory furniture is sturdy and appropriate for the tasks performed.</p>	<p>Y, N</p>
<p>6. Spaces between benches, cabinets, and equipment are accessible for cleaning.</p>	<p>Y, N</p>
<p>7. Chairs used in the laboratory work area are covered with a non-fabric material.</p>	<p>Y, N</p>
<p>8. An eyewash station is readily available.</p>	<p>Y, N</p>
<p>9. Illumination is adequate for all activities.</p>	<p>Y, N</p>
<p>10. Laboratory doors are self-closing and have locks in accordance with Institutional policies.</p>	<p>Y, N</p>
<p>11. An in-house vacuum line or a mechanical vacuum system is in use. If yes, an in-line membrane filter with disinfectant trap is available.</p>	<p>Y, N</p> <p>Y, N</p>
<p>12. A back-up method for decontamination of laboratory waste is available in the facility. If yes, describe the method used.</p>	<p>Y, N</p> <p>_____</p>
<p>13. Select agents (those organisms and toxins determined by the US DHHS as potential for use in bioterrorism related activities) are used in the laboratory. If yes, all requirements of the Select Agent Program have been instituted</p>	<p>Y, N</p> <p>Y, N</p>