

# Biosafety Level 1 Checklist

PI's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Bldg./Rms: \_\_\_\_\_

## Standard Microbiological Practices

	Yes	No
1. Access to the laboratory is limited or restricted at the discretion of the Principal Investigator or laboratory supervisor when experiments are in progress.	<input type="checkbox"/>	<input type="checkbox"/>
2. Personnel wash their hands after handling viable materials, after removing gloves, and before leaving the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>
3. Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption is prohibited in laboratory areas. Food is stored outside the laboratory area in cabinets or refrigerators designated and used for this purpose only.	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth pipetting is prohibited; mechanical pipetting devices are used.	<input type="checkbox"/>	<input type="checkbox"/>
5. Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware have been developed and implemented.	<input type="checkbox"/>	<input type="checkbox"/>
a. Needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.	<input type="checkbox"/>	<input type="checkbox"/>
b. Used disposable needles are placed in conveniently located puncture-resistant containers used for sharps disposal.	<input type="checkbox"/>	<input type="checkbox"/>
c. Non-disposable sharps are placed in a hard-walled container for transport to a processing area for decontamination, preferably by autoclaving.	<input type="checkbox"/>	<input type="checkbox"/>
d. Broken glassware is not handled directly. It is removed using mechanical means such as a brush and dustpan, tongs, or forceps. Plastic ware is substituted for glassware whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>
6. All procedures are performed to minimize the creation of splashes and/or aerosols.	<input type="checkbox"/>	<input type="checkbox"/>
7. Work surfaces are decontaminated after completion of work and after any spill or splash of viable material (i.e. potentially infectious, contaminated with rDNA) with appropriate disinfectant. List disinfectant used: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. All cultures, stocks, and other regulated wastes (including rDNA) are decontaminated before disposal using an effective method.	<input type="checkbox"/>	<input type="checkbox"/>
a. Materials to be decontaminated outside of the immediate laboratory are placed in a durable, leak-proof container and secured for transport.	<input type="checkbox"/>	<input type="checkbox"/>
b. Materials to be removed from the facility for decontamination are packed in accordance with applicable local, state, and federal regulations.	<input type="checkbox"/>	<input type="checkbox"/>
9. A biohazard sign is posted at the entrance to the laboratory. Appropriate information to be posted includes the biosafety level, the investigator's name and telephone number, and the name and telephone number of an additional contact person.	<input type="checkbox"/>	<input type="checkbox"/>
10. An effective integrated pest management program is in place.	<input type="checkbox"/>	<input type="checkbox"/>
11. Lab personnel receive appropriate training regarding their duties, the necessary precautions to prevent exposures, and exposure evaluation procedures.	<input type="checkbox"/>	<input type="checkbox"/>
12. Lab personnel receive annual updates or additional training when procedural or policy changes occur.	<input type="checkbox"/>	<input type="checkbox"/>
13. Personnel with medical conditions that may make them more susceptible to infection (i.e. pregnancy, immune-suppressed) discuss their work with Occupational Medicine.	<input type="checkbox"/>	<input type="checkbox"/>

# Biosafety Level 1 Checklist

## Safety Equipment (Primary Barriers and Personal Protective Equipment)

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 14. Protective laboratory coats, gowns, or uniforms are worn to prevent contamination of personal clothing.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Protective eyewear is worn when conducting procedures that have the potential to create splashes of microorganisms or other hazardous materials. Persons who wear contact lenses also wear eye protection. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Gloves are worn to protect hands from exposure to hazardous materials. Alternatives to latex gloves should be available.   | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Gloves are changed when contaminated, integrity has been compromised, or when otherwise necessary.  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Gloves are removed and hands are washed when work with hazardous materials has been completed and before leaving the laboratory.  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Disposable gloves are not washed or reused. Used gloves are disposed of with other contaminated laboratory waste.   | <input type="checkbox"/> | <input type="checkbox"/> |

## Laboratory Facilities (Secondary Barriers)

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 17. Laboratories have doors for access control.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Laboratories have a sink for hand washing.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. The laboratory is designed so that it can be easily cleaned. Carpets and rugs are not appropriate.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Laboratory furniture is capable of supporting anticipated loads and uses. Spaces between benches, cabinets, and equipment are accessible for cleaning.                             | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Bench tops are impervious to water and resistant to heat, organic solvents, acids, alkalis, and other chemicals.  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Chairs used in laboratory work are covered with a non-porous material that can be easily cleaned and decontaminated with appropriate disinfectant. <i>No fabric chairs in labs.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Laboratory windows that open to the exterior are fitted with fly screens.  | <input type="checkbox"/> | <input type="checkbox"/> |

## Miscellaneous

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 22. Training certification for shipping biological materials/dangerous goods is current (must be renewed every 2 years).   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. A biological spill kit and spill management procedures are available in the lab.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Spills of biological material (including rDNA) and incidents that result in exposure to infectious agents or materials are immediately evaluated and reported to the lab director/PI and the Biosafety Office. | <input type="checkbox"/> | <input type="checkbox"/> |