

Biosafety Level 2 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. Only needle-locking syringes or disposable syringe-needle units (i.e. needle is integral to syringe) are used for injection or aspiration of fluids containing potentially infectious material/rDNA molecules.	<input type="checkbox"/>	<input type="checkbox"/>
e. 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, the name and telephone number of an additional contact person, and required procedures for entering and exiting the laboratory.	<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"/>

Biosafety Level 2 Checklist

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| 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"/> |

Special Practices

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| 14. All persons entering the lab are advised of the potential hazards and meet specific entry/exit requirements. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Lab personnel are provided medical surveillance, as appropriate, and offered available immunizations for agents handled or potentially present in the lab. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Considering the agents handled in the lab, baseline serum samples from at-risk personnel are collected and stored. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. A laboratory-specific biosafety manual has been prepared and adopted as policy and is readily available and accessible. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. The PI/lab director has ensured that lab personnel demonstrate proficiency in standard and special microbiological practices before working with BSL-2 agents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Potentially infectious material is placed in a durable, leak-proof container during collection, handling, processing, storage, or transport within a facility. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Lab equipment is routinely decontaminated, as well as, after spills, splashes, or other potential contamination. | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Spills involving infectious materials are contained, decontaminated, and cleaned up by personnel properly trained and equipped to work with infectious material. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Equipment is decontaminated before repair, maintenance, or removal from the lab. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Incidents that result in exposure to infectious materials and/or organisms containing rDNA are immediately evaluated and treated according to procedures described in the laboratory biosafety manual. All incidents are reported to the lab director/PI and the biosafety office. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Animals and plants not associated with the work being performed are prohibited from the laboratory. | <input type="checkbox"/> | <input type="checkbox"/> |

Safety Equipment (Primary Barriers and Personal Protective Equipment)

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 23. Properly maintained biosafety cabinets (BSCs), preferably Class II, other appropriate personal protective equipment, or other physical containment devices are used whenever procedures with a potential for creating infectious aerosols or splashes are conducted and whenever high concentrations or large volumes of infectious agents are used. These may include <i>pipetting, centrifuging, grinding, blending, shaking, mixing, sonicating, opening containers of infectious materials, inoculating animals intranasally, and harvesting infected tissues from animals or eggs.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. When infectious materials are centrifuged in the open laboratory, sealed rotor heads or centrifuge safety cups are used. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Protective laboratory coats, gowns, or uniforms are worn while working in the laboratory and are removed before leaving for non-laboratory areas (i.e. cafeteria, library, administrative offices). | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Protective clothing is disposed of appropriately, or laundered by the institution. Laboratory clothing is not taken home. | <input type="checkbox"/> | <input type="checkbox"/> |

Biosafety Level 2 Checklist

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| 27. Eye and face protection (goggles, mask, face shield, or other splatter guard) is used for anticipated splashes or sprays of infectious or other hazardous materials when the microorganisms must be handled outside the BSC or containment device. Persons who wear contact lenses in laboratories also wear eye protection. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Eye and face protection is disposed of with other contaminated laboratory waste or decontaminated before reuse. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. 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"/> |
| 30. Eye, face, and respiratory protection are used in rooms containing infected animals as determined by the risk assessment. | <input type="checkbox"/> | <input type="checkbox"/> |

Laboratory Facilities (Secondary Barriers)

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 31. Laboratory doors are self-closing and have locks. | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. The laboratory has a sink for hand washing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. The laboratory is designed so that it can be easily cleaned. Carpets and rugs are not permitted. | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. 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"/> |
| 35. If the laboratory has windows that open to the exterior, they are fitted with fly screens. | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. BSCs are installed so that fluctuations of the room air supply and exhaust do not interfere with proper operations. | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. BSCs are located away from doors, windows that can be opened, heavily traveled laboratory areas, and other possible airflow disruptions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. BSCs are tested and certified annually and operated according to manufacturer's recommendations. | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. An eyewash station is readily available. | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Plans for new facilities consider mechanical ventilation systems that provide an inward flow of air without recirculation to spaces outside of the laboratory. | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. A method for decontaminating all waste is available in the facility (i.e. autoclave, chemical disinfection, incineration, or other validated decontamination method). | <input type="checkbox"/> | <input type="checkbox"/> |

Biosafety Level 2 Checklist

Miscellaneous

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| 42. Training certification for shipping biological materials/dangerous goods is current (must be renewed every 2 years). | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. A biological spill kit and spill management procedures are available in the lab. | <input type="checkbox"/> | <input type="checkbox"/> |