

Biosafety Level 2-3 Practices Laboratory Audit

PI: _____

Date: _____

Rm/Building: _____

Materials: _____

Auditor: _____

	Satisfactory	Need Improvement	N/A
Standard Microbiological Practices			
1. The laboratory supervisor enforces the institutional policies that control safety in and access to the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All person entering the laboratory are advised of the potential hazards and meet specific entry/exit requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Annual lab specific training, updates or additional training when procedural or policy changes occur is documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All personnel are provided information regarding immune competence and susceptibility to infectious agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A Lab Safety plan supplemented with biosafety level 2 information is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Biosafety Level 2 supplement including special practices for working with BL-3 agents in the Lab Safety Plan is complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A method for decontaminating all biological waste is available (e.g. autoclave, chemical disinfection, incineration, or approved service).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Personnel are trained on proper procedures to clean up a spill of potentially infectious materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Personnel are trained on proper procedures of exposure incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Sign with the laboratory's Biosafety Level, the supervisor's or other responsible personnel's name and telephone number, PPE requirements, general occupational health requirements (e.g., immunizations, respiratory protection), and required procedures for entering and exiting the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Persons wash their hands after working with potentially hazardous materials and before leaving the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Hands are washed after removing gloves when working with potentially hazardous material and before leaving the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Eating, drinking, and storing food for human consumption is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Food is stored outside of the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Handling contact lenses, applying cosmetics, and handling of devices (fomites) note meant for research purposes is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Mouth pipetting is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Mechanical pipets are presents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. A Sharps Disposal Container is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Sharps are disposed of in an appropriate Sharps Disposal Container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Only Sharps are deposited in Sharps Disposal Containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Non-disposable sharps are transported in a hard walled container to be decontaminated by autoclave or other acceptable method.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Plastic-ware is substituted for glassware when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. All procedures are performed to minimize the creation of splashes and/or aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Work surfaces and equipment are decontaminated with appropriate disinfectant for agents used after completion of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Spills and splashes of potentially infectious materials are decontaminated with appropriate disinfectant for agents used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Spills and splashes of potentially infectious material are decontaminated with proper concentration and contact time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Need Improvement	N/A
28. Biological material that require BL-3 containment are placed in durable leak-proof sealed primary container and then enclosed in a non-breakable, sealed secondary container prior to removal from the laboratory. Once removed, the primary container is opened within a BSC in BL-2 facilities and BL-3 practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. An effective pest management program is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Animals and plants not associated with the work are not permitted in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE			
1. Appropriate attire and hair restraint used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Gloves are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Two pairs of gloves are worn when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Gloves are worn to protect hands from exposure to hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Glove selection is based on an appropriate risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Gloves are not worn outside the laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Change gloves when contaminated, glove integrity is compromised, or when otherwise necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do not wash or reuse disposable gloves, and dispose of used gloves with other contaminated laboratory waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Personnel are trained to safely remove gloves, minimizing contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Laboratory workers wear protective clothing with a solid-front, such as tie-back or wrap-around gowns, scrub suits, or coveralls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Protective clothing is not worn outside of the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Lab coats are worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Reusable clothing is decontaminated before being laundered (i.e. autoclaved, laundered on site with bleach or by a commercial service).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Eye and full face protection are worn by all personnel working in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Respirator users have received approval, training, and fit-testing from the Division of Safety and Compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Shoe covers are considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Practices			
1. Personnel demonstrate proficiency in standard microbiological practices and techniques for working with agents requiring BL-2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All persons entering the laboratory are advised of the potential hazards and meet specific entry/exit requirements in accordance with institutional policies. Only person whose presence in the facility or laboratory areas is required for scientific or support purposes are authorized to enter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If required to offer immunizations for agents, a declination or request statement is on file and in a secure location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Biosafety cabinet is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Biosafety cabinet is located away from doors, windows that open, and heavily traveled areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Biosafety cabinet has an up-to-date annual certification label or report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Biosafety cabinet is routinely decontaminated with appropriate chemical disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Biosafety cabinet is free of clutter disrupting protective airflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Gas line connected to a biosafety cabinet has a shut-off valve installed external to the cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Equipment is decontaminated prior to repair, maintenance, or removal from the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. An autoclave is available in the building where biohazardous "redbag" waste is generated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Equipment			
1. Eyewash is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyewash is unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eyewash is functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Eyewash is tested weekly and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Tools (broom, dustpan, tongs, forceps) to pick up broken glass are readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory Facilities & Safety Equipment			
1. Exterior doors are self-closing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exterior doors have locks to secure when unoccupied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sink present for hand washing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Soap is present at hand washing sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Paper towels are present at hand washing sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Floor surfaces facilitate regular cleaning and decontamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Carpet or rugs are not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Bench tops are non-porous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Laboratory furniture can support anticipated loads and uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Chairs are covered with non-porous material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Exterior laboratory windows are fitted with screens or cannot be opened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Illumination is adequate for all activities and avoids reflections and glare that could impede vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A leak-proof, lidded, and labeled biohazard container is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Biohazard container is properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Biohazard container is lidded when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Vacuum lines are protected with traps/overflows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Vacuum traps/overflows contain an appropriate amount of chemical disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Vacuum traps/overflows are placed in secondary containment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Vacuum source is appropriately protected from aerosols (e.g. in-line HEPA filter).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Safety cups or o-ringed tubes are present to centrifuge potentially infectious material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Materials			
1. PI has offered the employees the Hepatitis B vaccination series at no cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Signed declination or request statements for Hepatitis B are on file and in a secure location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A current Exposure Control Plan is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biotoxins			
1. An inventory is in place for risk group 2 toxins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A "Toxins in Use-Authorized Personnel Only" sign is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A "Toxins in Use-Authorized Personnel Only" sign is posted when work is ongoing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Environmental controls such as a fume hood, biosafety cabinet, or glove box are used to manipulate dry toxin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Specific toxin training has been completed and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Group 2 Material Storage			
1. Samples are stored in a secure location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Samples are properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Doors are signed with an international biohazard symbol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Risk Group 2 material is segregated from other materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Risk Group 2 materials are labeled or coded for content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Risk Group 2 materials display the international biohazard symbol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Frozen samples are stored in tubes/vials/containers with gaskets or other appropriate seal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Sample tubes/vials are decontaminated prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. An inventory mechanism is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>