



Biological Safety Level 2 Inspection

Checklist

This checklist will help you prepare for your Environment, Health & Safety, Biological Safety Level 2 inspection.

Documentation and Training

- What is the Biosafety Level required for the lab.
- Approved IBC application on file.
- Is all rDNA work registered with the IBC?
- Does the lab have a completed (customized) Biosafety Manual?
- Knowledge of CDC RDNA guidelines?
- Are lab specific SOPs available to address lab specific biological hazards and microbiological techniques?
- Is lab specific training provided and documented?
- Is training updated as needed and reviewed annually?
- Previous audit deficiencies corrected?

Laboratory Staff Experience

- Do researchers have experience working with agent?
- Do lab personnel conducting BSL2 or higher work have experience?
- Does the lab director establish policies procedures and advise personnel of hazards and entry requirements?

Organism Information

- Type of work conducted organisms (virus, bacteria, fungi, parasites, toxin, etc.) list strain designations /materials (rDNA)?
- If work includes viral vectors, is the vector replication deficient?
- Where is/was agent received from?
- List potential health effects?

Bloodborne Pathogens

- Is ECP available and updated?
- Have personnel received BBP training within the past year?
- Have employees been offered Hepatitis B vaccine?

Staff Safety

- Number of employees conducting BSL2 work?
- Do lab personnel receive appropriate immunizations or tests for agents handled?
- Does the project involve the use of laboratory animals?
- Have personnel completed the annual animal handlers medical surveillance questionnaire?
- Is access to laboratory restricted when unoccupied?
- Is a SOP available to address emergency spills and personnel contamination?
- Are spills and accidents reported to the lab director and Biological Safety Officer when appropriate?
- Eating, drinking and applying cosmetics is prohibited in lab?

Storing Organism

- Quantity of agent stored in lab is not excessive?
- Where is viable material stored?
- Check all storage areas and/or items that are not properly labeled.

Laboratory Hygiene

- Are work surfaces decontaminated daily and after spills?
- List disinfectants used.
- Do personnel wash hands after handling viable material?
- Check hand washing soap and paper towels.
- Are cultures, stocks and other wastes decontaminated before disposal?

Sharps Injury and Splash Prevention

- Is plasticware substituted for glassware whenever possible?
- Broken glass is handled indirectly by mechanical means?
- Hypodermic needles and syringe use avoided whenever practical?
- Sharp items not disposed of properly?
- Procedures with potential for creating aerosol/splash conducted in a BSC.
- Safety containment cups or sealed rotors with O-rings available to centrifuge infectious materials?
- Buckets, rotors and tubes are loaded and unloaded within a BSC?
- Have BSCs been certified within the past year? Are BSC's located away from doors, heavy traffic areas, crossdrafts, etc.?
- Vacuum lines protected with liquid disinfectant traps and HEPA air filters?
- What is the current laboratory pressurization?
- Is lab pressurization appropriate?
- Check all applicable equipment/facility issues noted.

PPE Protocol

- PPE in use?
- PPE is not worn outside the lab?
- Disposable gloves are not reused?
- Laundry services utilized for lab coats etc.?

Autoclave Protocol

- Does the lab operate the autoclave?
- Check all problems noted with autoclave operation.

Shipping and Receiving

- Are viable materials placed in appropriate containers for transport outside of lab?
- Ship/receive infectious/diagnostic specimens (BL2, rDNA vectors, animal tissue, dry ice, chemical preservatives)?
- Personnel have hazmat shipping and receiving training and certifications?
- Shipping/receiving training current (2 yr IATA, 3 yr DOT)?

Toxins

- Toxins administered to animals (list):
- Non Select Agent Toxin(s): (e.g. diphtheria)
- Name of Select Agent Exempt Toxin(s)
 - Toxin specific SOP in place to ensure safe handling, storage, and disposal?
 - PI has reviewed and verified current list of approved users?
 - All approved users have been trained on toxin use and reviewed SOP(s)?
 - Training is documented and maintained?
 - Amount of toxin within exempt amount?
 - Online EHSA inventory has been reviewed and is consistent with physical inventory?
 - All Select Agent toxin containers are labeled properly?
 - All Select Agent toxins are stored with secondary containment in a locked freezer and secured within a permanently fixed lockbox?
 - It is understood by PI, that explicit approval from EHS must be obtained prior to transfer of any material?