

Office of Safety
 University of North Dakota
 3851, Campus Rd Stop 9031
 Grand Forks, ND 58202-9031
 Ph. No. 701-777-3341
 Fax: 701-777-4132

BSL-2 FACILITY INSPECTION FORM



DATE OF SURVEY:	CONDUCTED BY:	BUILDING:
ROOM NUMBER:	DEPARTMENT:	PRINCIPAL INVESTIGATOR:
E-MAIL ADDRESS:		
RESPONSIBLE PERSON (OTHER THEN PI):		
PHONE NUMBER:	E-MAIL ADDRESS:	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
SECTION A: GENERAL LAB SAFETY						
1.0 SIGNAGE						
1.1	The laboratory door(s) are posted with the current Office of Safety issued signage and display up-to-date emergency contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0 DOCUMENTATION AND TRAINING						
2.1	All personnel know how to access the Office of Safety website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	All personnel know how to access UND's <u>Bloodborne Pathogens Exposure Control Plan</u> on the Office of Safety website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	All personnel know how to access UND's <u>Institutional Biosafety Manual</u> on the Office of Safety website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	All personnel know how to access <u>University's Chemical Hygiene Plan</u> on the Office of Safety website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	An up-to-date <u>Chemical Inventory</u> is available inside each laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Facility specific emergency plans are available and up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	All personnel have taken the <u>Laboratory Safety Training Course</u> within the past year and documentation is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	All personnel have attended <u>Radiation Safety Training</u> within the past 3 years (Radiation labs only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	All personnel who work with human blood, bodily fluids, tissues, cell lines, etc. have completed the <u>Bloodborne Pathogens Training</u> within the last year and documentation is available (This training is independent of Laboratory Safety Training).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0 SHIPPING TRAINING						
3.1	If your lab ships biological/infectious agents or dry ice, has an individual from the lab taken <u>Compliance Training for Shipping Infectious and Biological Substances</u> with the past 2 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	If yes, please list the name of the trained person and the last training date below: Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
4.0 CHEMICAL STORAGE						
4.1	All chemicals are labeled with the full chemical name. <i>(Example: Ethyl alcohol - not ETOH).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Chemical containers are in good condition (i.e. completely intact and clean on the outside).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Legacy / obsolete chemicals (inherited, unused for 10+ years, obvious container deterioration) are collected and given to Office of Safety for disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Chemicals are stored by compatibility <i>(i.e. flammables and oxidizers are separated, acids and bases are separated, etc.)</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Mineral acids are stored separately from organic acids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Perchloric acid is stored separately from all other materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.7	Chemicals are stored in appropriate locations <i>(i.e. flammables are in a flammables cabinet, corrosives are in a corrosives cabinet, etc.)</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.8	Corrosives are stored in a secondary container (Example: polypropylene bin).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.9	Shelves, cabinets, and counter tops are stable and not overloaded, and containers are placed on shelves in a safe manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.10	Chemicals are not stored on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.11	Chemicals are stored in such a way as to prevent release to the environment (stored away from sink drains; containers are tightly capped).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0 FLAMMABLE LIQUIDS STORAGE						
5.1	Flammables are stored in an approved flammable liquids cabinet. (Contact Office of Safety with questions.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Volatile liquids are stored in an explosion-proof refrigerator when required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Aerosol cans are kept away from heat and ignition sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0 SPECIAL CHEMICAL HAZARDS						
6.1	Acetyl cholinesterase inhibitors are stored securely and in compatibility groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Pyrophoric compounds are stored by compatibility groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Shock sensitive compounds are stored by compatibility groups. For those compounds that require underwater storage (reactive when dry), periodic inspections of the material are conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Unstable materials, cryogenes, and water-reactive materials are handled properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Carcinogens, teratogens, mutagens are stored securely and in compatibility groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Written procedures are in place for the use of acutely hazardous chemicals <i>(i.e. carcinogens, reproductive hazards, highly toxic substances, etc.)</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Laboratory personnel know the peroxide-forming chemicals used in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.8	Containers of peroxide-forming chemicals are disposed of properly through Office of Safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.9	Peroxide-forming chemicals are labeled with the date received and the expiration date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0 MERCURY						
7.1	Alternatives to mercury are used, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	All mercury thermometers have been replaced with mercury-free thermometers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Mercury containing devices still in use are intact and are not leaking. <i>Mercury leaks or spills are reported to Office of Safety immediately.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Unused mercury containing devices (thermometers, thermostats, etc.) are disposed of through Office of Safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
8.0 DEA CONTROLLED SUBSTANCES						
8.1	Federal <u>DEA License</u> is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	State of North Dakota Board of Pharmacy License is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	DEA-regulated items are secured in a locked container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Expired drugs are disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Lab has proper record keeping of stock, usage, and disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0 COMPRESSED GASES						
9.1	Cylinders secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Away from heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Flammable and oxidizing gases separated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Away from exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0 FUME HOODS						
10.1	Inspected within last year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Undamaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Used Correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0 BIOLOGICAL SAFETY CABINETS						
11.1	All active BSCs have been certified within the last 12 months by a vendor approved by UND.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	The certification label is attached and initialed by a vendor approved by UND.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Intake and rear grilles are clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Bunsen burners and/or open flames are not used in biological safety cabinets. (<i>Open flames are not permitted inside BSCs; consider an alternative, such as an electrical Bacti-Cinerator</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.5	Work surfaces are clean and free of visible biological residue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.6	The sash alarm is not muted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0 ELECTRICAL						
12.1	Extension cord use is temporary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Proper grounding is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Cord and equipment in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4	No outlet overloading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.5	Outlets near water GFCI protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.6	Electrical Panels Accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.7	Shock hazards have proper signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.0 EMERGENCY EQUIPMENT						
13.1	FIRE EXTINGUISHER					
	Correct type Fire Extinguisher present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fire Extinguisher easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fire Extinguisher tagged within the last year by Office of Safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
13.2	SAFETY SHOWERS					
	Safety showers are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Safety showers are tested monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Safety showers are functional and installed properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	EYEWASHES					
	Eyewashes are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Eyewashes are tested monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Eyewashes are functional and installed properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.4	SPILL KITS AND FIRST AID					
	Spill kits and first aid are stocked appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Spill kits and first aid are readily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Disinfectant available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Broom, dustpan, forceps available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Calcium gluconate available for HF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.0 CHEMICAL WASTE						
14.1	Office of Safety picks up all chemical waste from the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.2	Chemicals are not put down the drain, in the regular trash, or in biomedical waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.3	All chemical / chemical waste containers are closed except when in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.4	Chemical wastes are compatible with their containers and are stored by compatibility (<i>i.e. acid waste is not stored with alkaline waste</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.5	Office of Safety picks up all empty P-listed chemical containers from the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.6	Office of Safety picks up expired pharmaceutical wastes (excluding DEA controlled substances) from the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.0 BIOLOGICAL WASTE						
15.1	Biomedical waste containers are labeled with the Biohazard symbol and the word "Biohazard".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.2	An orange / red Biohazard bag is used to dispose of biohazardous waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.3	Biohazard waste containers are closed except when adding waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.4	Biohazards are not put down the drain or in regular trash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.5	Biohazard waste is not mixed with chemical waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.6	Facility-specific SOPs for the treatment and removal of biohazard waste from the facility are available and adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.0 SHARPS HANDLING AND WASTE						
16.1	Sharps are disposed of in a sharps disposal container and the containers are no greater than ¾ full.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.2	Sharps containers are tightly lidded to prevent the contents from spilling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.3	Office of Safety picks up sharps waste for disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
17.0 RADIOACTIVE WASTE						
17.1	Lab has current authorization for ordering, working with, and/or storing radioactive materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.2	If lab has received an annual letter indicating inactive status, the lab does not have any radioactive materials (RAM) or RAM waste in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.3	Radioisotopes in use are listed on authorization permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.4	Personnel working with radioactive materials are identified on PI's authorization permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.5	All personnel listed on the radiation safety permit are up-to-date on their Office of Safety required <u>Radiation Safety Training.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.6	Area Geiger meter surveys/wipe tests are performed during the work weeks that radioactive materials are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.7	Documentation of wipe tests include a list or map of areas surveyed, model and manufacturer of counter used, date of test, and the initials of the individual who performed the test. The results are either recorded in units of dpm or in cpm with counter efficiency and include a background reading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.8	No unauthorized removal of radioactive material from a facility has occurred. All transport of radioactive materials between facilities is conducted by Office of Safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.9	<u>"Radioactive Material Laboratory"</u> signs are posted at the lab entrance and on the lab bench/areas/equipment where radioactive material is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.10	Use and storage of radioactive materials takes place in the authorized area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.11	Shielding is present and appropriate for type of radiation. Shielding reduces dose rate to 2 mR/hr or less at 30 cm from source or surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.12	All radioactive waste is stored in Office of Safety provided radioactive waste containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.13	Radioactive material is secured against unauthorized access or removal. Methods include locking unattended laboratories, locking refrigerators or freezers in unrestricted areas or for shared refrigerators or freezers, securing in a lock box attached to the refrigerator or freezer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.14	Radioactive waste is segregated by isotope and waste type (Dry, Liquid, or Liquid Scintillation Vial).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.15	Radioactive waste containers are labeled with a provided Office of Safety Radioactive Waste Label complete with PI's name, and isotope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.16	Radioactive waste is not disposed of via sewer without authorization and documentation. Sewer disposal is not in excess of authorized limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.17	Personnel wear badges properly when handling radioactive material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.18	Personnel radioactive exposure records are stored in the lab's Radiation Safety Binder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.19	Personal dosimetry badges and control badges are stored away from radioactive materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.20	Labels on shipping boxes used for receiving radioactive materials are defaced prior to disposal through housekeeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.0 AUTOCLAVE USE						
18.1	A facility specific SOP for autoclave validation is available and adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.2	Documentation of autoclave validation is maintained and made available upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.3	Autoclaves are validated at least monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
SECTION B: BIOSAFETY (These questions are based on the Biosafety level 2 section of Biosafety in Microbiological and Biomedical Laboratories, 5th Edition.						
1.1	Biological Agents used in this laboratory for research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	<u>Access to the laboratory is limited or restricted</u> when experiments involving infectious organisms are in progress. Enforcement is the responsibility of the PI/Lab Supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Persons must wash their hands: a) After working with potentially hazardous materials including: i. infectious organism's ii. Organisms with r/syn DNA/RNA iii. Animals. b) Before leaving the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption must not be permitted in laboratory areas. Food must be stored outside the laboratory area in cabinets or refrigerators designated and used for this purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Mouth pipetting is prohibited; mechanical pipetting devices must be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware must be developed and implemented. Whenever practical, laboratory supervisors should adopt improved engineering and work practice controls that reduce risk of sharps injuries. Precautions, including those listed below, must always be taken with sharp items. These include: a. Careful management of needles and other sharps are of primary importance. Needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal. b. Used disposable needles and syringes must be carefully placed in conveniently located puncture-resistant containers used for sharps disposal. c. Non-disposable sharps must be placed in a hard walled container for transport to a processing area for decontamination, preferably by autoclaving. d. Broken glassware must not be handled directly. Instead, it must be removed using a brush and dustpan, tongs, or forceps. Plastic ware should be substituted for glassware whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Decontaminate work surfaces after completion of work and after any spill or splash of potentially infectious material with appropriate disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	Decontaminate all cultures, stocks, and other potentially infectious materials before disposal using an effective method. Depending on where the decontamination will be performed, the following methods should be used prior to transport: a. Materials to be decontaminated outside of the immediate laboratory must be placed in a durable, leak proof container and secured for transport. b. Materials to be removed from the facility for decontamination must be packed in accordance with applicable local, state, and federal regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	A sign incorporating the <u>UNIVERSAL BIOHAZARD SYMBOL</u> must be posted at the entrance to the laboratory when infectious agents are present. Posted information must include: the laboratory's biosafety level, supervisor's name (or other responsible personnel), telephone number, and required procedures for entering and exiting the laboratory. Special precautions for organisms containing r/syn DNA/RNA are also included on door signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	An effective integrated pest (insect and rodent) management program is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
1.11	The laboratory supervisor must ensure that laboratory personnel receive appropriate training regarding their duties, the necessary precautions to prevent exposures, and exposure evaluation procedures. Personnel must receive annual updates or additional training when procedural or policy changes occur. Personal health status may impact an individual's susceptibility to infection, ability to receive immunizations or prophylactic interventions. Therefore, all laboratory personnel and particularly women of childbearing age should be provided with information regarding immune competence and conditions that may predispose them to infection. Individuals having these conditions should be encouraged to self-identify to the institution's healthcare provider for appropriate counseling and guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.13	Laboratory personnel must be provided medical surveillance, as appropriate, and offered available immunizations for agents handled or potentially present in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.14	A <u>laboratory-specific biosafety manual</u> must be prepared and adopted as policy. The biosafety manual must be available and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.15	The laboratory supervisor must ensure that laboratory personnel demonstrate proficiency in standard and special microbiological practices before working with BSL-2 agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.16	Potentially infectious materials must be placed in a durable, leak proof container during collection, handling, processing, storage, or transport within a facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.17	Laboratory equipment should be routinely decontaminated, as well as, after spills, splashes, or other potential contamination. a. Spills involving infectious materials must be contained, decontaminated, and cleaned up by staff properly trained and equipped to work with infectious material. b. Equipment must be decontaminated before repair, maintenance, or removal from the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.18	Incidents that may result in exposure to infectious materials must be immediately evaluated and treated according to procedures described in the laboratory biosafety manual. All such incidents must be reported to the laboratory supervisor. Medical evaluation, surveillance, and treatment should be provided and appropriate records maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.19	Animal and plants not associated with the work being performed must not be permitted in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.20	All procedures involving the manipulation of infectious materials that may generate an aerosol should be conducted within a BSC or other physical containment devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.21	Properly maintained BSCs, other appropriate personal protective equipment, or other physical containment devices must be used whenever: a. Procedures with a potential for creating infectious aerosols or splashes are conducted. These may include pipetting, centrifuging, grinding, blending, shaking, mixing, sonicating, opening containers of infectious materials, inoculating animals intranasally, and harvesting infected tissues from animals or eggs. b. High concentrations or large volumes of infectious agents are used. Such materials may be centrifuged in the open laboratory using sealed rotor heads or centrifuge safety cups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.22	Protective laboratory coats, gowns, smocks, or uniforms designated for laboratory use must be worn while working with hazardous materials. Remove protective clothing before leaving for non-laboratory areas, e.g., cafeteria, library, and administrative offices). Dispose of protective clothing appropriately, or deposit it for laundering by the institution. It is recommended that laboratory clothing not be taken home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM #	ITEM	YES	NO	CTI	N/A	COMMENTS CTI=CORRECTED AT TIME OF INSPECTION
1.23	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. Eye and face protection must be disposed of with other contaminated laboratory waste or decontaminated before reuse. Persons who wear contact lenses in laboratories should also wear eye protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.24	Gloves must be worn to protect hands from exposure to hazardous materials. Glove selection should be based on an appropriate risk assessment. Alternatives to latex gloves should be available. Gloves must not be worn outside the laboratory. In addition, BSL-2 laboratory workers should: a. Change gloves when contaminated, glove integrity is compromised, or when otherwise necessary. b. Remove gloves and wash hands when work with hazardous materials has been completed and before leaving the laboratory. c. Do not wash or reuse disposable gloves. Dispose of used gloves with other contaminated laboratory waste. Hand washing protocols must be rigorously followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.25	Eye, face and respiratory protection should be used in rooms containing infected animals as determined by the risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.26	Laboratory doors should be self-closing and have locks in accordance with the institutional policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.27	Laboratories must have a sink for hand washing. The sink may be manually, hands-free, or automatically operated. It should be located near the exit door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.28	The laboratory should be designed so that it can be easily cleaned and decontaminated. Carpets and rugs in laboratories are not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.29	Laboratory windows that open to the exterior are not recommended. However, if a laboratory does have windows that open to the exterior, they must be fitted with screens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.30	Laboratory furniture must be capable of supporting anticipated loads and uses. Spaces between benches, cabinets, and equipment should be accessible for cleaning. a. Bench tops must be impervious to water and resistant to heat, organic solvents, acids, alkalis, and other chemicals. b. Chairs used in laboratory work must be covered with a non-porous material that can be easily cleaned and decontaminated with appropriate disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.31	BSCs must be installed so that fluctuations of the room air supply and exhaust do not interfere with proper operations. BSCs should be located away from doors, windows that can be opened, heavily traveled laboratory areas, and other possible airflow disruptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.32	Laboratory windows that open to the exterior are not recommended. However, if a laboratory does have windows that open to the exterior, they must be fitted with screens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.33	Vacuum lines should be protected with liquid disinfectant traps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.34	An eyewash station must be readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.35	Facility should 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.36	HEPA filtered exhaust air from a Class II BSC can be safely recirculation back into the laboratory environment if the cabinet is tested and <u>certified at least annually</u> and operated according to manufacturer's recommendations. BSCs can also be connected to the laboratory exhaust system by either a thimble (canopy) connection or directly exhausted to the outside through a hard connection. Provisions to assure proper safety cabinet performance and air system operation must be verified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.37	A method for decontaminating all laboratory wastes should be available in the facility (e.g., autoclave, chemical disinfection, incineration, or other validated decontamination method).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	