



# MARINE BIOLOGICAL LABORATORY

## BIOSAFETY LABORATORY INSPECTION/AUDIT CHECKLIST

Inspected By (Name):		Date:	
Principal Investigator or Course Director:			
Center or Course:	Building:	Room(s):	
Laboratory Supervisor:		Phone:	

ITEM	YES	NO	N/A	COMMENTS
<b>IBC APPROVALS AND RESOURCES</b>				
Research Safety Questionnaire completed.				
Biological research protocol approved by IBC (provide approval date).				
Any amendments to IBC approved research protocol is updated and reviewed by IBC.				
Lab-specific biosafety manual and SOPs available.				
Lab safety training current for all laboratory personnel.				
<b>STANDARD MICROBIOLOGICAL PRACTICES</b>				
Access to laboratory is restricted				
Laboratory door has proper biohazard signage (e.g., contact information and emergency numbers) provided by EHS.				
Hands are washed after working with biohazards and before leaving the laboratory.				
Eating, drinking, storing food/drinks, applying cosmetics, and tobacco use are prohibited in laboratory areas.				
Mouth pipetting is prohibited.				
Needles are never reused, recapped, bent or broken before disposal.				
Plastic-ware is substituted for glassware whenever possible.				
Procedures involving aerosol or splash generation are minimized				
Work surfaces are decontaminated after completion of work.				
Samples are put in a durable, leak-proof container for storage or transport.				
Biohazard stickers are affixed on all equipment involving biohazards.				
Biological spill kit is available.				

ITEM	YES	NO	N/A	COMMENTS
<b>BIOLOGICAL WASTE PROCEDURES AND PRACTICES</b>				
Bench paper properly disposed of after each use.				
Biological waste (e.g., cultures, stocks, media, tissues, plates) is properly decontaminated before disposal				
Biological waste is kept in a secondary container for storage and transport.				
Biological waste and sharps containers are not overfilled.				
No biohazards in regular trash or in non-hazardous glass waste containers.				
Needles, syringes, and other sharps are disposed of in a plastic biohazard sharps container.				
Non-contaminated broken glassware is disposed of in cardboard glass waste container.				
<b>PRIMARY CONTAINMENT BARRIERS AND PPE</b>				
Proper PPE is worn while working with biohazards (minimum requirement is gloves and laboratory coat; additional PPE may be required depending on agent or procedure).				
Mucous membrane protection is worn when aerosol generation is possible.				
No open-toe shoes worn in laboratory.				
Biological Safety Cabinet is currently certified (annual certification).				
Biological Safety Cabinet is clean and free of clutter.				
PPE is not worn while handling personal devices (cell phone, computers, iPods, etc.)				
Chemical fume hood is currently certified (annual certification sticker).				
Chemical fume hood is not used to process biological materials.				
Centrifuges, vortex mixers, incubators, shakers, etc. are clean and in good working condition.				
<b>LABORATORY FACILITIES</b>				
Laboratory has sink and soap and for hand washing.				
Eyewash station readily available (10 seconds, walking).				
Emergency shower readily available.				
Benchtops are impervious to water and easily cleaned.				
No cloth furniture or carpets present.				
Gas cylinders are secured with chain to wall.				
If windows can open, they are fitted with screens.				

ITEM	YES	NO	N/A	COMMENTS
<b>BIOSAFETY LEVEL 2 (BSL-2) SPECIAL PRACTICES</b>				
All personnel completed BSL-2 training.				
Procedures involving aerosol or splash generation are minimized or performed in a biosafety cabinet.				
Lab equipment is routinely decontaminated.				
No animals or plants unrelated to research are present.				
Biosafety cabinet located away from heavily traveled areas (doorways, etc.).				
Vacuum lines properly setup with clean HEPA filters and appropriate disinfectant.				
Centrifuges are used with safety cups to reduce aerosol hazard.				
Personnel are familiar with post-exposure evaluation and follow-up.				
<b>OSHA BLOODBORNE PATHOGENS (i.e., Human Cell Lines, Bodily Fluids, Tissues)</b>				
MBL Bloodborne Pathogen Exposure Control Plan available.				
Personnel have completed annual BBP training.				
Personnel have been offered Hepatitis B vaccination or signed declination form.				
<b>SHIPPING BIOLOGICAL MATERIALS</b>				
Personnel have completed DOT/IATA biological shipping training within the past 2 years.				
<b>CORRECTIVE ACTIONS:</b>				
<b>RECOMMENDATIONS:</b>				
Principal Investigator or Course Director: _____ Date: _____				
Biosafety Officer: _____ Date: _____				