



Biological Laboratory Safety Checklist

Basic Inspection Information

INSPECTOR DETAILS

INSPECTOR CONTACT

INSPECTION DETAILS

Basic Space Information

SPACE

BUILDING

AREAS

PRIMARY MEMBERS

Space - Custom Fields

DEPARTMENT

Inspection Responses

General Safety

C = Compliant NC = Non-Compliant NCC = Non-Compliant Critical

Requirements that must be met to ensure regulatory compliance.

Evidence of eating, drinking, handling contact lenses, applying cosmetics, storing food for human consumption, food preparation, and/or dish washing was not found in the "Hazardous Area".
Appropriate attire must be worn by laboratory occupants (no open-toed shoes, sandals, flip-flops, no shorts, dresses, etc.)

No Response

Appropriate attire is being worn by occupants (no open-toed shoes, sandals, flip-flops, no short pants, dresses, etc.)

No Response

Refrigerators/freezers/microwaves are labeled "No Food & Drinks". EH&S will provide "No Food & Drinks" labels.	No Response
Secondary containers, other than ones for immediate use, are labeled with the proper chemical name and associated hazard(s). The Hazard Communication Standard requires that labels for secondary containers must contain two key pieces of information: the identity of the hazardous chemical(s) in the container (e.g., chemical name) and the hazards present.	No Response
Principal Investigator has completed annual chemical inventory and the chemical List is maintained/current PI Annual Inventory	No Response
All chemical containers and gas cylinders are barcoded. EH&S should be contacted via CEMS to request barcoding of chemicals and/or gas cylinders when they are received.	No Response
Peroxide forming chemicals are dated when received and opened and are not stored beyond their expiration date. Peroxide forming chemicals are dated when received and opened, tested for peroxide levels every 3 months, and not stored beyond their maximum storage time limit. (see "Safe Operating Procedure: Peroxide Forming Chemicals" available on the EH&S website). If containers are not dated, the date of opening defaults to the date on which the chemical was received. Peroxide forming chemicals should be discarded when peroxide levels approach 100ppm or on the manufacturer's expiration date whichever comes first.	No Response
Breakable chemical containers stored on the floor are in secondary containment. Breakable chemical containers stored on the floor are in secondary containment.	No Response
Chemical containers are closed if not in use. Chemical containers must be kept closed when not in use.	No Response

<p>Original chemical container labels are legible and not removed or defaced.</p> <p>If the original label becomes illegible, the container must be relabeled to meet the labeling requirements of a secondary container.</p>	No Response
<p>Flammable storage cabinets are available, in good condition and are used in the laboratory.</p> <p>More information is available on this requirement in the EH&S Flammable Liquids Storage Guide, located on the EH&S website.</p>	No Response
<p>Flammable solvents requiring refrigeration are safely stored in a properly labeled and approved flammable storage or explosion proof refrigerators.</p> <p>Flammable solvents requiring refrigeration must be safely stored, properly labelled in flammable or explosion proof refrigerators.</p>	No Response
<p>The amount of flammable chemicals outside of approved flammable storage cabinets/refrigerators is minimized.</p> <p>No more than 10 gallons of flammable chemicals are permitted outside of the approved flammable storage cabinets/refrigerators.</p>	No Response
<p>Chemicals are stored by hazard class, based on compatibility, and in accordance with SDS.</p> <p>Chemicals must be stored by hazard class, based on compatibility, and in accordance with SDS.</p>	No Response
<p>Corrosive Liquids are not stored above eye level (about 5ft.).</p> <p>Liquid corrosives must be stored below eye level (5 ft.) to prevent injuries due to spills.</p>	No Response
<p>Compressed gas cylinders are secured and safety cap in place when cylinders are not in use?</p> <p>Compressed gas cylinders are secured with the safety cap in place when cylinders are not in use.</p>	No Response
<p>The Chemical Spill Kit is available and completely stocked.</p>	No Response
<p>There is no evidence of drain disposal or waste found in broken glass boxes, biological waste boxes and/or regular trash.</p>	No Response

Chemical waste is located in the immediate vicinity of generation and under supervision of the person who generated it.	No Response
Original labels on containers used for waste are defaced.	No Response
Waste Containers are compatible with their contents.	No Response
Waste Containers are closed unless actively receiving waste.	No Response
Liquid waste containers are properly stored in secondary containment.	No Response
Each waste container has a properly filled out EH&S waste tag attached to it or a log sheet. Waste containers must have a properly filled out EH&S waste tag attached to them or a log sheet.	No Response
Containers are clearly labeled with the words "Hazardous Waste". Waste containers must be clearly labeled with the words "Hazardous Waste".	No Response
Waste Containers are leak proof (no signs of leaks). Waste must be in leak-proof containers with no signs of leaks.	No Response
Secondary containment for waste is appropriate and in good condition. Secondary containment must be appropriate and in good condition with no spills present.	No Response
Incompatible waste is stored in separate secondary containers. Incompatible waste should be stored in such a way that, if leaking, the waste is prevented from spillage.	No Response
Is broken glassware deposited into puncture resistant containers? EH&S should be contacted via CEMS to request a broken glass container.	No Response
Respirators are in good condition and being stored and/or used properly. EH&S will contact the PI to determine if respirator use is required for the work being conducted and if medical clearance and fit testing is required.	No Response

<p>The biological safety cabinet has a current annual certification or certification after being moved/repaired.</p> <p>EH&S will facilitate the required inspection of the biological safety cabinet. The biological safety cabinet should not be used until it has been re-certified.</p>	No Response
<p>Waste container is located inside BSC to minimize movement through air barrier during use?</p> <p>Waste containers should be located inside the Biological Safety Cabinet to minimize movement through air barrier during use.</p>	No Response
<p>Objects stored inside BSC are minimized and kept away from air-intake grilles to ensure proper airflow?</p> <p>Objects stored inside Biological Safety Cabinet must be minimized and kept away from air-intake grilles to ensure proper airflow to protect the user.</p>	No Response
<p>Activities around BSC that will disturb the cabinet's airflow are restricted (e.g., entry, egress, walking traffic).</p> <p>Activities around Biological Safety Cabinet (e.g., entry, egress, walking traffic) that will disturb cabinet's airflow should be minimized.</p>	No Response
<p>BSC interior work surface decontamination chemicals are present (70% alcohol is usually suitable).</p> <p>Interior work surfaces should be decontaminated with chemical(s) such as 70% alcohol.</p>	No Response
<p>Biohazardous liquid waste is stored in an appropriate waste container and labeled properly.</p> <p>Waste must be stored in an appropriate waste container and labeled properly.</p>	No Response
<p>Waste is stored in a non-leaking, closable waste container and labeled properly with biohazard warning. The container must also be in secondary containment.</p>	No Response
<p>Stericycle boxes are used for solid biohazardous waste: used gloves, paper towels, and other dry disposable materials.</p> <p>Stericycle boxes must be used for solid biohazardous waste: used gloves, paper towels, and other dry disposable materials.</p>	No Response

<p>Stericycle boxes are not more than 3/4 full and weigh no more than 43 lbs.</p> <p>Stericycle boxes should not be filled more than 3/4 full or over 43 LBS.</p>	No Response
<p>Stericycle box is properly closed with the red plastic liner not visible when ready for disposal.</p> <p>Stericycle boxes are closed using the auto-locking property. The red plastic liner should not be visible and must be secured to prevent any leakage.</p>	No Response
<p>The lab is posted with biohazard sign including information about biosafety level, agent(s) in use, any personal protective equipment that must be worn, and principal investigator's contact information in case of emergency.</p> <p>EH&S will provide and post appropriate BSL2 signage.</p>	No Response
<p>BSL-2 laboratories have lockable doors(Card readers (Human blood/Tissues etc.)</p> <p>All doors must be lockable doors. Card reader access is required if Human blood, OPIM, Tissues, or Cells are used.</p>	No Response
<p>BSL-2 laboratories do not have chairs covered with a non-porous material.</p> <p>All furniture be covered with a non-porous material.</p>	No Response
<p>BSL-2 laboratories do not have carpets and rugs.</p> <p>No carpet or rugs are permitted in BSL-2 laboratories.</p>	No Response
<p>BSL-2 laboratories have eyewash available.</p>	No Response
<p>BSL-2 laboratories with vacuum lines are protected with HEPA filters.</p>	No Response
<p>BSL-2 laboratories have sink for Hand Washing</p>	No Response
<p>Comments/Notes</p>	No Response

Sharps

C = Compliant NC = Non-Compliant NCC = Non-Compliant Critical Requirements that must be met to ensure regulatory compliance.

Biological and non-biological sharps containers are available, in good condition and labeled properly. Biological and non-biological sharps containers must be available and appropriately labeled when sharps are utilized in the laboratory.	No Response
There are no exposed sharps in the laboratory. Sharps must not be re-capped and must be disposed in an approved sharps container after use.	No Response
Sharps containers are not overfilled. The sharp container is full and/or sharps were found protruding the container.	No Response
Comments/Notes	No Response

Personal Protective Equipment

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Requirements that must be met to ensure regulatory compliance.

The appropriate personal protective equipment is available and in good condition. The appropriate personal protective equipment for the work being performed is present, in good condition, and stored properly.	No Response
Appropriate PPE is being worn by occupants (lab coat, safety glasses, gloves, etc.) Appropriate PPE must be worn by laboratory occupants (lab coat, safety glasses, gloves, etc.)	No Response
Comments/Notes	No Response

Engineering Controls

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Requirements that must be met to ensure regulatory compliance.

Emergency showers are unobstructed and easily accessible. Obstruction of emergency safety showers can cause delays in exposure response leading to severe injury. As a result, a minimum clearance of 3 feet should always be maintained around the safety shower.	No Response
Eyewashes are unobstructed and easily accessible. Obstruction of emergency eyewash can cause delays in exposure response leading to severe injury.	No Response

<p>A fume hood is being used at a proper sash height.</p> <p>To ensure the safety of all the lab users, the sash must be closed when there is not a lab user physically working in the fume hood. When there is a lab user physically working in the fume hood the sash level must be at or below the indicated sash height.</p>	No Response
<p>Items in fume hood do not impact the performance of the fume hood.</p> <p>Excessive items in the fume hood will result in diminished fume exhaust performance.</p>	No Response
Comments/Notes	No Response

Physical Hazards

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Requirements that must be met to ensure regulatory compliance.

<p>Belt driven vacuum pumps are protected with belt guards, properly maintained, and stored away from flammable chemicals and combustible material.</p> <p>Belt driven vacuum pumps must be protected with belt guards, properly maintained, and stored away from flammable chemicals and combustible material.</p>	No Response
Comments/Notes	No Response

Fire/Life Safety

C = Compliant NC = Non-Compliant NCC = Non-Compliant Critical
Requirements that must be met to ensure regulatory compliance.

<p>Good housekeeping practices are followed in the laboratory, storage of combustibles, such as cardboard boxes and paper, is kept to a minimum.</p> <p>Spilled and residual chemicals should be cleaned up immediately. Storage of combustibles should be kept to a minimum.</p> <p>Fire, property loss, or injuries can result from excessive clutter, poor housekeeping, and improper storage in the lab.</p>	No Response
<p>Laboratory doors are kept closed to provide a fire and smoke barrier.</p> <p>In a fire, closed doors can do more than keep smoke out of a lab. Closed doors also change the flow of heat and toxic gases, acting as a shield.</p>	No Response

Exits and walkways are kept clear to ensure means of egress with a clear path of 36 inches. Exits and walkways must be kept clear to ensure means of egress. There needs to be a clear path of 36 inches.	No Response
Ceiling tiles are in place and undamaged. Laboratory users should not displace, cut, remove, or run wires or tubing above ceiling tiles.	No Response
Combustibles are not stored within 24" of the ceiling in non-sprinklered buildings or within 18" of the sprinkler head drop distance from the ceiling. Storage of combustibles must not be within 24" of the ceiling in non-sprinklered buildings or within 18" of the sprinkler head drop distance from the ceiling in sprinklered buildings.	No Response
Class ABC fire extinguisher (min 10 lbs.) is present in the laboratory or within 75 feet and the inspection is current.	No Response
Fire extinguisher is unobstructed and easily accessible. Fire extinguisher is unobstructed and easily accessible.	No Response
Comments/Notes	No Response

Electrical Safety

C = Compliant NC = Non-Compliant NCC = Non-Compliant Critical
Requirements that must be met to ensure regulatory compliance.

Absence of extension cords, multi-plug adapters, daisy chains (power strips plugged into other power strips). Power strips must not be interconnected, doing so can cause them to become overloaded, leading to their failure and a fire. Extension cords are not allowed to be used in place of permanent electrical wiring.	No Response
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<p>Electrical cords are appropriately used (i.e., None are routed above the ceiling tiles or across the floor where they could be a tripping hazard).</p> <p>Do not run cords above ceiling tiles or through walls. Keep electrical cords away from areas where they may be pinched and areas where they may pose a tripping or fire hazard (e.g., doorways, walkways, under carpet, etc.)</p>	No Response
<p>Electrical cords are in good condition. (i.e., None have exposed wiring or cracked, brittle, or frayed insulation)</p> <p>Always inspect the cord prior to use to ensure the insulation is not cut or damaged. Discard damaged cords, cords that become hot, or cords with exposed wiring.</p>	No Response
<p>There is 36 inches of clearance around the electrical breaker panel.</p> <p>There must be 36 inches of clearance around the electrical breaker panel.</p>	No Response
Comments/Notes	No Response